

COMPLAINTS PROCEDURE

We want to give you the best possible service. However, if at any point you become unhappy or concerned about the service we are providing to you then you should inform us immediately so that we can do our best to resolve the problem for you.

If you have a complaint about the way in which your matter has been dealt with this is the procedure which will be followed:

1. A complaint is an oral or written expression of dissatisfaction which alleges that the complainant has suffered (or may suffer) financial loss, distress, inconvenience or detriment.
2. In the first instance it may be helpful to contact the individual who is working on your case and / or their Team Leader to discuss any concerns, or our Client Services Manager:
 - By email to: lstephens-pantoja@lpropertylawyers.co.uk
 - By post — Alberton House, St Mary's Parsonage, Manchester M3 2WJ
 - By telephone — 03333055189

We will do our best to resolve any issues at this stage.

3. Once we have received your complaint, the Client Services Manager will write within 7 days to acknowledge receipt of your complaint, a full reply to your complaint will be sent within 28 days of that acknowledgement. This period will enable us to carry out a thorough review of your file, undertake a full investigation into your complaint, and provide you with a detailed response. If you have made a complaint verbally – either at a meeting, or on the telephone – we will set out, in our full response, our understanding of the nature of your complaint.
4. The assessment of the complaint will be based upon a sufficient and fair investigation. We will explain in writing our findings and where the complaint is upheld, offer remedial action, or redress. This will be actioned promptly.
5. If you are dissatisfied with our response, you may raise an appeal with Fiaz Khalid, Head of Operations and a Licenced Conveyancer. His contact address and telephone number is as given above. He will review the matter and our responses and respond to you within 7 days with any resolution.
6. If you remain dissatisfied with any aspect of our handling of your complaint, please feel free to contact:-

Andrew Kay – Senior Partner
11th Floor
Alberton House
Manchester
M3 2WJ

Email: akay@readroper.co.uk

A separate review of your complaint will be conducted and you will be told about the conclusion of this review within 28 days.

7. If after following the review process you remain dissatisfied with any aspect of our handling of your complaint, you may take your complaint to the Legal Ombudsman to ask them to consider

the complaint further.

Before accepting a complaint for investigation, the Legal Ombudsman will check that you have tried to resolve your complaint with us first. If you have, then you must take your complaint to the Legal Ombudsman:

- Within six months of receiving a final response to your complaint and
- No more than six years from the date of act/omission; or
- No more than three years from when you should reasonably have known there was cause for complaint.

The Legal Ombudsman's contact details are as

follows:- Legal Ombudsman
PO Box 6806
Wolverhampton
WV1 9WJ

Tel: 0300 555 0333

Email: enquiries@legalombudsman.org.uk

Website: <http://www.legalombudsman.org.uk>

The Solicitors Regulation Authority

The Solicitors Regulation Authority can help you if you are concerned about our behaviour. This could be for things like dishonesty, taking or losing your money or treating you unfairly because of your age, a disability or other characteristic.

You can raise your concerns with the [Solicitors Regulation Authority](#).

Alternative Dispute Resolution Schemes

Alternative complaints bodies (such as *Ombudsman Services* exist which are competent to deal with complaints about legal services should both you and our firm wish to use such a scheme.

However, we don't currently agree to use this Alternative Dispute Resolution service in view of the availability of the independent Legal Ombudsman Service established under the Legal Services Act 2007.

Contracts entered into Online

If we are unable to resolve your complaint which relates to a contract entered into online, you may contact the Online Dispute Resolution providers by accessing the following link <http://ec.europa.eu/consumers/odr>