



Your Move Shrewsbury Complaints Process

Making a complaint - Residential Sales

Your Move Shrewsbury is a member of The Property Ombudsman Scheme (TPOS) and we aim to provide the highest standards of service to all our customers. To ensure that your interests are safeguarded we have the following complaints process in place.

The aim of this process is to resolve all customer issues or concerns as quickly as possible. In the majority of cases we hope that any issues can be resolved quickly and amicably to customers' satisfaction at branch level.

Stage One – Kelvin Kang, Director

Complaints should, in the first instance be directed to, Kelvin Kang, Director for Your Move Shrewsbury. Kelvin Kang will endeavour to liaise with you quickly and resolve your complaint immediately, no later than 5 working days from first notification.

Stage Two – Owen Hamblett, Director

If, after you have dealt with the Director, you remain dissatisfied you may address your concerns, in writing, to Owen Hamblett. Once received your letter will be acknowledged within 3 working days and you will receive a response within 15 working days from receipt of your letter.

The address to write to is:

YOUR MOVE Shrewsbury
Unit 32 Flexspace
Battlefield Enterprise Park
Stafford Drive
Shrewsbury

SY1 3BF

Or email: Shrewsbury@your-move.co.uk



Stage Three – The Property Ombudsman

If you still remain dissatisfied with the outcome of your complaint after dealing with the local branch and Owen Hamblett, once you have received a Final Viewpoint letter from Owen Hamblett, you may approach the Property Ombudsman.

Details of how to contact the Property Ombudsman will be contained within the Final Viewpoint letter sent as the final response to your complaint. Information can also be found online at www.tpos.co.uk. For your information:

You must make your complaint to the Property Ombudsman within 12 months of the date of our Final Viewpoint letter.

The Property Ombudsman will not consider your complaint until our internal complaints procedure has been exhausted and you have received our Final Viewpoint letter.

The Property Ombudsman recommends paying any outstanding fees on a "without prejudice" basis to avoid late-payment charges and/or further action.

Making a complaint – Lettings

Your Move Shrewsbury is a voluntary member of The Property Ombudsman Scheme (TPOS) for lettings and we aim to provide the highest standards of service to all our customers. To ensure that your interests are safeguarded we have the following complaints procedure in place for lettings.

The aim of this process is to resolve all customer issues or concerns as quickly as possible. In the majority of cases we hope that any issues can be resolved quickly and amicably to customers' satisfaction at Manager level.

Stage One – Declan Green, Director

Complaints should, in the first instance, be directed to Declan Green, Director. Declan Green will endeavour to liaise with you quickly and resolve your complaint immediately, no later than 5 working days from first notification.



The address to write to is:

YOUR MOVE Shrewsbury
Unit 32 Flexspace
Battlefield Enterprise Park
Stafford Drive
Shrewsbury

SY1 3BF
Or email: Shrewsbury@your-move.co.uk

Stage Two – Kelvin Kang, Director

If, after your response from the Director, you remain dissatisfied, you may address your concerns, in writing, to Kelvin Kang. Once received your letter will be acknowledged within 3 working days, (excluding weekends and public holidays), and you will receive a response within 15 working days from receipt of your letter. If longer is required the complainant will be notified in writing with an explanation and indication of timescale.

The address to write to is:

YOUR MOVE Shrewsbury
Unit 32 Flexspace
Battlefield Enterprise Park
Stafford Drive
Shrewsbury

SY1 3BF
Or email: Shrewsbury@your-move.co.uk

Stage Three – The Property Ombudsman

Once the internal Your Move complaints procedure is exhausted, which includes receiving a Final Viewpoint letter from Kelvin Kang, you may approach the Ombudsman.

Contact details for the Ombudsman will be included in the Final viewpoint letter. For your information:

You must make your complaint to the Property Ombudsman within 12 months of the date of our Final Viewpoint letter.

The Ombudsman will not consider your complaint until our internal complaints procedure has been exhausted and you have received our Final Viewpoint letter.



YOUR MOVE

It **pays** to be with Your Move

The Property Ombudsman recommends paying any outstanding fees on a "without prejudice" basis to avoid late-payment charges and/or further action.

[your-move.co.uk](https://www.your-move.co.uk)

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