

# COMPLAINTS PROCEDURE

If you have a complaint about Cluttons, this statement sets out the procedures which we will follow in dealing with that complaint.

- In the first instance you should contact the head of the Division with which you have been dealing. Details are set out below.

## Asset Management

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- Where your complaint is initially made orally, you will be asked to send a written (paper or email) summary of your complaint to the person dealing with it. We will consider your complaint as quickly as possible and will acknowledge receipt of your complaint within 3 working days of receiving it.

- Within 14 days of receipt of your written complaint, the person dealing with your complaint will write to you, in order to inform you of the outcome of the investigation in to your complaint and to let you know what actions have been or will be taken.
- If you are dissatisfied with any aspect of our handling of your complaint, you should write to James Gray, our Managing Partner, at Portman House, 2 Portman Street, London W1H 6DU (or [james.gray@cluttons.com](mailto:james.gray@cluttons.com) – 020 7647 7204). He will personally conduct a separate review of your complaint and will contact you within 14 days to inform you of the conclusion of this review.

If we are unable to agree on how to resolve your complaint and you feel we have not sought to address your complaints within eight weeks, you have the opportunity to take your complaint to an independent redress provider, as approved by RICS Regulatory Board. We have chosen to use the following redress providers:

### For consumers

The Property Ombudsman Services Limited  
Milford House, 43-55 Milford Street  
Salisbury, Wiltshire, SP1 2BP  
Tel: 01722 333306  
E-mail: [admin@tpos.co.uk](mailto:admin@tpos.co.uk)  
[www.tpos.co.uk](http://www.tpos.co.uk)

### Client's Money Protection Scheme

Cluttons LLP is a firm regulated by the Royal Institution of Chartered Surveyors (RICS) and our annual regulatory review fee covers the Client's Money Protection Scheme.

You will need to submit your complaint to The Property Ombudsman within 12 months of receiving our final viewpoint letter, including any evidence to support the case. The Property Ombudsman requires that all complaints are addressed through this in-house complaints procedure, before being submitted for an independent review.

### For businesses

Arbitration/Neutral Evaluation Procedures for Surveying Disputes  
IDRS Limited  
24 Angel Gate, City Road  
London EC1V 2PT  
[www.idrs.ltd.uk](http://www.idrs.ltd.uk)

### Complaints relating to FCA regulated insurance activities

If your complaint is in relation to an activity of ours that is regulated by the Financial Conduct Authority (FCA), the above procedure still applies, however we will acknowledge your initial oral or written complaint within 7 business days. We will write to you again within 14 days to inform you of our conclusions or to let you know we are still investigating.

- If we are unable to agree on how to resolve your complaint, then you have the opportunity to take your complaint to our nominated independent redress provider which is as follows: The Financial Ombudsman Service Exchange Tower  
London E14 9SR, 020 7964 1000.

Cluttons LLP is a limited liability partnership in England and Wales registered under number OC344742, registered office and head office - Portman House, 2 Portman Street, London W1H 6DU. Regulated by RICS.

April 2019