

# Complaints Procedure

## Endeavour Letting Agents Ltd Procedure for Complaints Handling

Endeavour Letting Agents Ltd is Accredited by Safe Agent, as a client we want you to be fully satisfied with our service. We recognise that sometimes things don't go to plan, and at those times when something has gone wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, our staff who you usually deal with will try to resolve it that day, so please tell them in the first instance. Should they need some time to look into the matter, our Team will explain why, and tell you how long it will take. If you find that you are not happy with the response you receive from the team, you can get in touch through our formal complaint's procedure below.

Please put your formal complaint in writing either by email or letter, including as much detail as possible. You can ask someone to help you put your complaint in writing if you wish. If you cannot put your complaint in writing, please contact us so we can document your complaint for you.

When contacting us, please tell us:

- Your name and contact details.
- Confirmation of how you are related to the property.
- Where possible the full address of the property where you are Tenant.
- The aspect of our service you are complaining about;
- How you would like us to put matters right.

We will then respond in line with the timeframes set out below. You can get in touch in two different ways – either by post to :

Suzanna Woods

Endeavour Letting Agents Ltd

Registered Company number 05993302

Lettings Manager

Endeavour Letting Agents Ltd

Main Road, Wrangle

Boston

Lincolnshire

PE22 9AS

Or by email

[endeavoursalesandlettingagents@gmail.com](mailto:endeavoursalesandlettingagents@gmail.com)

What will happen next?

- We will send you a letter acknowledging receipt of your complaint

within three working days, enclosing a copy of this procedure.

- We will investigate your complaint. A formal written outcome of our

investigation will be sent to you within 10 working days of

sending the acknowledgement letter. If there is a reason why we need more time we will let you know why.

- If, at this stage, you are still not satisfied with the outcome, you should contact us again and we will arrange for a separate review to take place by a more senior member of staff.
- We will write to you within 10 working days of receiving your request for a review, confirming our final viewpoint on the matter.

If we need more time we will tell you why. If you still remain dissatisfied, you can then contact Safe Agent to request an independent review:

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Please note the following:

You will need to submit your complaint to The PRS (The Property Redress Scheme) within 12 months of receiving our final viewpoint letter, including any evidence to support your case.

The PRS (The Property redress scheme) requires that all complaints are addressed through this in-house complaint's procedure, before being submitted to them for their independent review.

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