

Complaints Procedure

We aim to deliver first class service built on professionalism and trust; however, we recognise sometimes things go wrong. The following complaint procedure is designed to provide our customers with a simple and personalised process for resolving any issue they may have.

Stage 1

Please contact the branch or department you have been dealing with so that your complaint can be investigated immediately.

Stage 2

If your complaint has not been satisfactorily resolved, please email customerservice@djalexander.co.uk detailing your complaint and how you would like it resolved.

Your complaint will be acknowledged within 3 working days, and you will receive a written response detailing our position and proposal for resolution to your complaint within 15 working days.

Stage 3

If your complaint has not been resolved to your satisfaction, please request a review by re-emailing customerservice@djalexander.co.uk.

After a thorough investigation by a senior manager (who will not have been involved in Stage 2), you will receive a response confirming our position and a written proposal to resolve your complaint within a further working 15 days.

If you do not accept our proposal/position, please advise us in writing within 15 working days. You can, of course, suggest another way of resolving your complaint.

If we accept your preferred resolution, we will attempt to implement that resolution as soon as possible. If we decline your preferred resolution, then you may proceed to Stage 4.

Stage 4

If after the previous stages, we are unable to reach satisfaction regarding your complaint you can then escalate the matter to The Property Redress Scheme is an independent statutory body who regulates and resolves disputes between consumers and property agents. www.theprs.co.uk

Please note that complaints to PRS must be sent within 12 months of receiving our final response.