



### Penny Lane Homes complaints procedure

We are committed to providing a high-quality service to all our clients. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint about our service, or about the service of a contractor or third party who we have instructed to provide goods or services in relation to a property owned by or occupied by you, please write down the details of your complaint and email it to the relevant office below:

[renfrew@pennylanehomes.com](mailto:renfrew@pennylanehomes.com)

Penny Lane Homes in Renfrew Ltd 10-12 High Street, Renfrew, PA4 8QR

[paisley@pennylanehomes.com](mailto:paisley@pennylanehomes.com)

Penny Lane Homes in Paisley Ltd, 3a Moss Street, Paisley, PA1 1BG

[johnstone@pennylanehomes.com](mailto:johnstone@pennylanehomes.com)

Penny Lane Homes in Johnstone, 36 High Street, Johnstone, PA5 8AH

On receipt of your complaint we will adhere to the following procedure: -

#### Stage 1

We will acknowledge receipt of your complaint in writing within 5 working days of receiving it, giving you a named contact who will be dealing with the complaint.

#### Stage 2

Your named contact will then investigate your complaint and will send you a detailed written reply, including their suggestions for resolving the matter, within 10 working days of us receiving your complaint.

There may occasionally be circumstances outwith our control which prevent us from adhering to this timeframe. These include: -

- when the office is closed for public holidays;
- where adverse weather or sickness has led to staff shortages;
- where we cannot respond in full without the input of a third party (e.g. contractor, landlord, tenant) who is not available;
- where we cannot respond in full without visiting the rental property and the tenant is restricting access;
- where we cannot respond in full without the input of a key member of staff who is not available.

We will contact you if we are unable to respond within this timeframe and let you know when we aim to respond by.

### **Stage 3**

Upon receipt of our response under Stage 2 above, if you are still not satisfied, you can contact us again in writing and we will arrange for a senior manager to review the decision.

### **Stage 4**

Our senior manager will write to you within 10 working days of us receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

### **Stage 5**

You may apply to the First-tier Tribunal for Scotland (Housing & Property Chamber) if we have breached the Scottish Letting Agent Code of Practice and you remain dissatisfied once the above stages have been exhausted, or if we do not process your complaint within a reasonable timescale. You can contact the Housing & Property Chamber at: -

Glasgow Tribunals Centre  
20 York Street  
1 Atlantic Quay  
Glasgow  
G2 8GT  
0141 3025900

<https://www.housingandpropertychamber.scot>

Penny Lane Homes is registered with the Scottish Letting Agent Register and is required to adhere to the Scottish Letting Agent Code of Practice which can be found at <http://www.legislation.gov.uk/ssi/2016/133/schedule/made>.

Renfrew LARN1904023  
Paisley LARN1911003  
Johnstone LARN1812041

In accordance with the code we will retain (in electronic or paper form) all correspondence about a complaint for five years.

### **Other complaints procedures**

Penny Lane Homes is also a member of the following;

Property Redress Scheme, Premier House, 1<sup>st</sup> Floor, Elstree Way, Borehamwood, Hertfordshire, WD6 1JH, 0333 321 9418

Property Ombudsman Limited, Milford House 43-55 Milford Street, Salisbury, Wiltshire, SP1 2BP ([www.tpos.co.uk](http://www.tpos.co.uk))

Council of Letting Agents ([www.counciloflettingagents.com](http://www.counciloflettingagents.com)) and you may invoke their complaints procedure if you remain dissatisfied once stages 1-5 above have been exhausted, or if we do not process your complaint within a reasonable timescale.

