

COMPLAINTS HANDLING PROCEDURE – CONSUMER

Lee Baron is committed to providing the highest standard of service to our clients and customers. However, from time to time, despite our best intentions, things may go wrong. When this happens, please let us know as soon as possible and we will deal with the matter properly and promptly.

- Stage 1**
- In the first instance you should raise the matter with your property management department. This will be either a development manager, the property manager, or a relevant senior member of Lee Baron.
 - If you are unhappy with the response received, this should be raised to the lead of that department.

In either case, you will receive an acknowledgement of your complaint within 2 working days and we will aim to respond in full within a further 7 working days. If you are of the view that your complaint has not been properly addressed and/or you still have concerns, you may make your complaint formal.

- Stage 2**
- A written summary of your complaint should be submitted to our Complaints Officer (even if already made verbally) and they will acknowledge receipt of this within 3 working days.

Consumer Complaints Officer – Nathan D'Alessandri; 41 Foley Street, London, W1W 7TS;
ndalessandri@leebaron.com

Where your complaint relates to an insured matter, we reserve the right to pass it on to our insurers who may at their discretion take over the conduct of the matter.
 - Within 14 working days of receipt of a formal written complaint, we will aim to provide an initial response with our proposal for actions we have taken or intend to take. If you have any comments following our response, you may provide these within 5 working days.
 - Within 7 working days of this, we will aim to provide a final response, and we will deem the matter closed.

If we are unable to agree on how to resolve your complaint, the matter may be escalated to an external redress scheme for review and determination.

- Stage 3**
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| General Matters | Property Redress Scheme | If you are dissatisfied with our response, or it has been more than 8 weeks, you may escalate the complaint without charge. You have 12 months from our final response. |
| | Premiere House, 1 st Floor, Elstree, Borehamwood, WD6 1JH | |
| | 0333 321 9418 | |
| | info@theprs.co.uk
www.theprs.co.uk | |

Please see over page for alternative or specific redress schemes available.

<p>FCA Regulated Matters</p>	<p>Financial Ombudsman Service Exchange Tower, London, E14 9SR 0800 23 4567 complaint.info@financial-ombudsman.org.uk</p>	<p>If you are not satisfied with our response, or it has been longer than 8 weeks, you may direct the complaint to the FOS. You have 6 months from our final response.</p>
<p>Data Protection Matters</p>	<p>Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 0303 123 1113 www.ico.org.uk</p>	<p>If you believe that there has been a breach of data protection with regards to your personal data, you may direct your complaint to the ICO. This includes obtaining advice on how to make a Subject Access Request.</p>
<p>Building Safety Matters</p>	<p>The Principal Accountable Person</p>	<p>Where you live in a high-rise building, refer to your Resident Engagement Strategy which will detail how you may escalate a safety complaint.</p>
<p>Energy Metering & Billing</p>	<p>The Energy Ombudsman PO Box 966, Warrington, WA4 9DF 0330 440 1624 enquiry@energyombudsman.org www.energyombudsman.org</p>	<p>If you feel we have been unable to provide a resolution you can agree with or if your complaint has been open for 8 weeks, we may have reached a deadlock position, we will write to you explaining everything and make a final offer of resolution. If you decline this offer we will issue you a formal deadlock letter which you take to the Energy Ombudsman.</p>
<p>Energy Prices, Policies & Regulation</p>	<p>Ofgem 10 South Colonnade, Canary Wharf, London, E14 4PU 020 7901 7295 consumeraffairs@ofgem.gov.uk</p>	<p>While Ofgem itself does not resolve disputes between energy suppliers and their customers, you can contact Ofgem if your complaint relates to energy prices, policies or regulatory issues.</p>
<p>Citizens Advice</p>	<p>0808 223 1133 www.citizensadvice.org.uk/energy</p>	<p>Sometimes you might want to get some free and impartial advice from someone other than us, someone independent.</p>

The Process

