



At Trinity Factoring Services Ltd each of our clients is important to us, and we believe you have the right to a fair, swift and courteous service at all times. If you are dissatisfied with our service or the service of a contractor instructed by us on your behalf, and our frontline resolution (normally your Property Manager) cannot resolve the matter, you may use our complaints procedure.

Complaints Procedure

Stage 1

If you wish to register a complaint please email complaints@trinityfactors.co.uk providing as much detail as possible. Alternatively, you can post your complaint to your local office.

We will aim to acknowledge your complaint within 5 working days. Our acknowledgement will give details of the person handling the complaint (normally a Senior Manager) and their contact information.

Stage 2

The complaint handler will investigate your complaint and endeavour to provide a full written response within 20 working days. If we are unable to provide you with a response within this time frame, we will write to you explaining why and advise you when you can expect a response.

Stage 3

If you are dissatisfied with the response from the complaint handler you can refer the complaint to the Director of Operations for a final written decision. We endeavour to issue a final decision within 15 working days.

If at the end of this process you still remain dissatisfied you can make an application to the Housing and Property Chamber, First-tier Tribunal for Scotland, Glasgow Tribunals Centre, 20 York Street, Glasgow, G2 8GT www.housingandpropertychamber.scot

If your complaint is about our insurance service you can submit a complaint to the Financial Ombudsman Service, South Quay Plaza, 183 Marsh Wall, London E14 9SR.

Trinity Factoring Services Ltd

209-211 Bruntsfield Place
Edinburgh
EH10 4DH
0131 447 9911

1 South Mount Street
Aberdeen
AB25 2TN
01224 641010

www.trinityfactors.co.uk