

Complaints and Dispute Resolution Procedures

(Updated 16 Oct 2023)

**In accordance with Rule 10 Real Estate Agents Act 2008
(Professional Conduct and Client Care Rules) 2009**

Introduction

All licensed real estate agents are required to have a written in-house complaints and dispute resolution procedure. That procedure is set out below.

You do not have to use our complaints and resolution procedure. You may make a complaint directly to the Real Estate Agents Authority at any time. You can make a complaint to the Real Estate Agents Authority even if you choose to also use our procedures.

Complaints form, process information and timeframes are on the REA website (www.rea.govt.nz)

Timeframes: New timeframes for responses by all parties throughout the process, including during the initial assessment phase, resolution process and Complaints Assessment Committee (CAC) process. Generally, we seek responses within 5-10 working days for an initial comment to support the initial assessment, 10 working days for the resolution process, and 15-20 days for submissions in the CAS process.

In-house Complaints and Dispute Resolution Procedures

Our complaints and dispute resolution procedures are designed to provide a simple and personalised process for resolving any complaint you might have about the service you have received from our agency.

STEP 1: Call us and speak to Murray Blair. Tell the manager who you are complaining about and what your concerns are. Let the manager know what you would like done about your complaint.

STEP 2: The manager may ask you to put your complaint in writing so that he can investigate it. The manager will need a brief period of time to talk to the team members involved. We promise to come back to you within 10 working days with a response to your complaint. That response may be in writing. As part of that response we might ask you to meet with members of our team to discuss the complaint and try and agree a resolution.

STEP 3: If we are unable to come to an agreed resolution after a meeting, or if you don't wish to meet with us, then we will provide you with a written proposal to resolve your complaint.

STEP 4: If you do not accept our proposal please try and advise us in writing within 5 working days. You can, of course, suggest another way of resolving your complaint.

STEP 5: If we accept your preferred resolution, we will attempt to implement that resolution as soon as possible. If we decline your preferred resolution we may invite you to mediate the dispute.

STEP 6: If we agree to mediate the complaint but don't settle the complaint at mediation, or we do not agree to mediate the dispute then that will be the end of our process.

REMEMBER:

You can still make a complaint to the Real Estate Agents Authority in the first instance, and even if you use these procedures, you can still make a complaint to the Real Estate Agents Authority at any time.

The Real Estate Agents Authority c/- PO Box
25-371, Wellington 6146 New Zealand
Phone 0800 for REAA or 0800 367 7322

www.rea.govt.nz – Complaints Form Timeframes and Process Information.