

A photograph of a bright, modern living room. The room features a vaulted ceiling with exposed wooden planks and a central spherical chandelier. Large windows, including a central arched window and three smaller square windows above it, provide ample natural light. The walls are painted a light sage green with white wainscoting. The furniture includes a light grey sofa with white fur throws, two brown leather armchairs with black metal frames, and a dark wood coffee table. A large white shag rug covers the floor. The overall aesthetic is clean, bright, and inviting.

# Galbraith Sellers Guide

**Galbraith**

Offices across Scotland & Northern England | [galbraithgroup.com](https://galbraithgroup.com)



**The process of selling property in Scotland is not as complicated as you might believe. We are always available to talk through the process at each stage, but this quick guide is a process overview.**

## **1. Identifying your Agent**

Working with an agent who understands your property, and your needs, is paramount. As one of the largest transactions most people undertake, we also suggest that the decision should not be taken on cost alone. What resources are you accessing by engaging with your chosen agent? Working with your agent should be seen as teamwork – with both parties working towards the common goal.



## **2. Preparing for marketing**

Once an agent has been instructed the focus then shifts to preparing and pulling all the marketing information, sales text, plans, photography together in order to best present your property. A Home Report is required by law (with a few exceptions) and is carried out by a separate firm of Surveyors. The completed Home Report pack is made up of 4 parts including: Energy Report, Property Questionnaire, Single Survey and Valuation. The agent will also revisit, take further details, the photographer will be commissioned to produce photographs, video and drone footage. This process takes a few weeks depending on the size and complexity of the property – and the weather for the best photos! We will liaise with you throughout the preparation of materials, and you will get to approve the drafts before publication.



### 3. Marketing

We offer National and International coverage through the two main property portals – Rightmove & On The Market as well as our own Galbraith website. These, combined with our social media presence, active buyer database and other advertising tools give your property the best and broadest exposure possible.

### 4. Viewings

Viewings can be carried out by the seller directly or we can arrange accompanied viewings on your behalf. Viewings will be arranged through the office and booked at a mutually agreeable date & time. With all viewings, we seek to acquire feedback and you will be informed of this as soon as possible, be it positive or negative. Length of viewings vary, each buyer is different but we tend to advise allowing an hour per viewing dependant on property size, grounds etc.



### 5. Offers & Closing Dates

A successful offer is going to come to you one of two ways:

- Through straight negotiation via Galbraith following a favourable viewing, when the prospective buyer makes a verbal offer which, if not initially acceptable, we will negotiate with the buyer on your behalf until agreement on a figure is reached, and they are then invited to submit a formal offer in that amount through their Scottish solicitor.
- There are several competing parties who note their interest and/or make verbal offers all within a short space of time. We would then recommend setting a Closing Date for offers, meaning a set date by which all formal offers must be submitted. There is no individual negotiation with this method, and so it can be advantageous for a seller because buyers tend to submit the best offer they can afford at a Closing Date in order to secure the property for themselves. On the Closing Date we will ingather all offers, collate them into a spreadsheet and inform you following the deadline, either by telephone or in person, to discuss the offers and their various merits and conditions. We will be able to recommend, based on our knowledge and extensive experience, which offer suits your needs best, but the choice is entirely yours, as Seller. You are not obliged to accept the highest or indeed any offer, should they not meet your requirements.



## 6. Agreeing a Sale (Under Offer)

This is when the property becomes Under Offer. Agreeing a sale does not mean your property is Sold. There is usually a period of 6-8 weeks of contract negotiation between the appointed solicitors on behalf of the seller and buyer, with the agent continuing to ensure communication and the facilitating of practical questions, preparing Title plans and any further points of negotiation. You should prepare for moving, but not move out or complete the purchase of another house, until your own property Concludes Missives (Exchanges).

## 7. Concluding Missives (Exchanging Contracts)

This is the point at which your property is Sold, with the period between Conclusion of Missives and Date of Entry (Completion / Key Handover) being anything between just a day and a number of weeks. This is the period within which you can commit to removals and tie in your onward purchase.

## 8. Date of Entry (Completion)

You should have the house empty, cleaned and all keys ready on the date of handover. Your solicitor will then arrange to pay for your onward purchase or, transfer you the money from the sale.

**This document is intended to be a Guide to the process, but we recognise that each sale is different and as such timelines, processes and outcomes may differ.**

With many years of experience in selling over 6000 properties in the last decade, we have seen many scenarios, and the advice and pathway will differ for each circumstance. Different markets, UK and world events have an impact on the ever changing property market but be assured that the team are experienced in guiding the client through the process.

# Galbraith