

SELLING PROPERTY

How do I go about selling my property?

There are two stages to every property sale - the marketing and negotiation of the price, and the legal transaction (conveyancing). When choosing an estate agent you should consider the professionalism, experience, enthusiasm and trustworthiness of staff. Remember that the cheapest service is not always the best option. If you are treated well by the staff, the chances are that prospective purchasers will receive the same care and attention when enquiring about your property. Stevenson & Marshall are estate agents as well as solicitors, and we can deal with both stages of your sale transaction.

How do you market my home?

Our Property Manager, Amanda Newby, will meet you to take details of your property and discuss how you want it marketed. Amanda will advise you on the price. She will prepare the sales particulars and will arrange to advertise the property. We recommend putting your property in the Edinburgh Solicitors' Property Centre (ESPC) which publishes a weekly property newspaper and has the most-visited website for properties sold in the West Fife Area. We can also market your property using our Smart Marketing package, which includes a **property podcast***, innovative use of QR codes and a 3D brochure. Stevenson & Marshall is the first firm in Fife to offer this cutting-edge technology. We have an excellent website www.stevenson-marshall.co.uk where we will advertise your property as part of our service. If you want to advertise in a newspaper, we can arrange this for you.

What is a home report and do I need one?

Before a property can be placed on the market for sale a home report must be obtained. Further details can be found at

<http://www.scotland.gov.uk/Topics/Built-Environment/Housing/BuyingSelling/Home-Report/about>

The home report must be made available on request to any prospective buyers of your house. It consists of three elements:

- A single survey - an assessment by a surveyor of the condition of your home, a valuation and an accessibility audit for people with particular needs.
- An energy report – an assessment by a surveyor of the energy efficiency of your home and its environmental impact. It also recommends ways to improve energy efficiency.
- A property questionnaire completed by the seller. It contains additional information, such as council tax band and factoring costs, that will be useful to buyers.

We can help you to choose a home report provider, and we will arrange a home report for your home before it goes on the market.

After an offer has been verbally accepted what happens next?

Contrary to popular belief, verbal contracts for the sale of property are not binding in Scotland. Either party may withdraw from the contract without penalty at any point before missives (the contract) are concluded. When an acceptable offer has been received, there is an exchange of letters (missives) between solicitors, which form the binding contract once full agreement has been reached.

What happens when the sale is complete?

On the agreed date of entry, the buyer must pay the price and you must move out of the house and hand over the keys. If you have a mortgage, we will arrange for it to be repaid and, once all legal and estate agency fees are paid, the balance will be sent to you.

*For more details about our property podcasts, please visit:

<http://tinyurl.com/5u9h4og>