



GSB PROPERTIES
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Information for Clients of GSB Properties

In light of advice from the UK and Scottish Governments issued to businesses on the evening of 23rd March 2020 and to ensure that we do all that we can to support the fights against COVID-19 (Coronavirus) crisis, we have taken the decision to ask all GSB Properties to remain at home until such time as advice is provided by the Government's health advisers that it is safe to return. In addition, we have suspended all viewings, valuations and photoshoots for occupied properties with immediate effect and until the 3-week lockdown ends or is extended.

We have already set up Audrey Turner to work from home and due to the investment which we have made in recent years, we are confident that we shall be able to service your continuing needs over the coming weeks and months. Reassuring you, as our clients through this particularly difficult time will be our top priority

We are sure that you will appreciate that these will be difficult times for us all but we are putting in place a structure that will allow us to communicate with you albeit remotely and in support of this we would ask that you consider the following:-

- If at all possible, use e-mail as your first point of contact with us. We have auto-forwarding built into our e-mail system which will ensure that even if we are unavailable, your message will be forwarded to other team members in GSB who can assist you.
- Make sure that you are aware of the Direct Dial Number for your primary point and use these wherever possible.
- Please try to be patient if you do not receive an immediate response. We will do everything that we can to answer any queries which you may have as quickly and in as much detail as possible.

Please stay safe and look after your families. We will do all that we possibly can to support your needs during these difficult times.

Please also note that we will be closed for the Easter Holidays (Friday 10 April and Monday 13 April).

Audrey Turner

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