



ESTATE SALE CHECKLIST

Decide which items you want to liquidate. If liquidating items belonging to another owner, have on hand legal and binding documentation which authorizes and authenticates your ability to liquidate designated items. Documentation may include, but is not limited to:

- Bill of Sale
- Power of Attorney
- Will
- Letters of Testamentary, or Letters of Administration.

Do not throw anything away! Just because an item is old and dirty doesn't mean it's not valuable. Even pieces of a broken item can help increase its value. Let the estate liquidator determine what is trash.

Gather any receipts, sales slips, or earlier appraisals that relate to the items being liquidated.

Gather any historical information or family history that relate to the items being liquidated.

If a vehicle, boat or tractor is to be sold, have the vehicle and the registration available.

Document ALL items to be excluded from the estate sale — including fixtures, appliances, etc. Make arrangements to have excluded items removed from the premises prior to the estate sale, if possible.

Keep standard homeowner's liability insurance in place. Ensure there will be adequate electricity, water, and seasonably appropriate heating or air conditioning to the premises.

Selling the house? Have the realtor provide the liquidator with the listing information to distribute to interested shoppers. If the house is under contract, be sure the estate sale occurs prior to closing.

Consider what should be done with items remaining after the estate sale. Donations and post sale transactions should be covered in your contract.

ALWAYS get it in writing! Be sure everything you agree to is clearly spelled out.

These are just a few of the many things that should be considered and discussed when planning for an estate sale.