

# Checklist Handout



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## ESTATE SALE CHECKLIST

- Make contact with your estate liquidator as soon as possible to check availability. It can take 2 weeks or more to prepare a sale. Large sales can take much longer to properly advertise
- Schedule an on-site meeting to discuss your needs.
- Ask for references, memberships, bonding, and insurance specifics. Verify them independently.
- Verify with the neighborhood, homeowner's, or building association that an estate sale open and advertised to the general public is allowed at the premises. Be aware of any bylaws, codes, and/or rules surrounding a public sale in your area. Your estate seller may do this.
- Decide which items you want to liquidate. If liquidating items belonging to another owner, have the legal binding documentation which authorizes and authenticates your ability to liquidate designated items. Documentation may include, but are 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 or family dates that relate to the items being liquidated.
- If any vehicle, boat, or tractor is to be sold, have the title 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, this may be required by the liquidator.
- Keep standard homeowner's liability insurance in place. Ensure there will be adequate electricity, water, and 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 or clean outs should be covered in your contract.
- ALWAYS get it in writing! Be sure everything you agree to is clearly spelled out.

These are just some of the many things to be considered and discussed when planning for an estate sale. Overwhelmed? Do not worry – we can handle any unique circumstance.

Ready for the next step? Book us today at [www.GoldMineEstateSales.com/book-online](http://www.GoldMineEstateSales.com/book-online) or give us a call at (575) 222-3436, ask for Adrian.

Please visit our website at [www.GoldMineEstateSales.com](http://www.GoldMineEstateSales.com) for additional information.