



**Check List for your –**

**Estate Liquidation, Downsizing, Moving, or Relocating Job**

\_\_\_\_\_ **Contact several reputable liquidators/auctioneers as soon as possible to check availability. It can take a couple weeks or more to prepare a sale or auction. Schedule an on-site meeting with your liquidator/auctioneer to discuss your needs and plans. Ask for references, memberships, bonding, and insurance specifics. Be thorough and verify these items independently.**

\_\_\_\_\_ **If you choose an onsite sale as opposed to an internet only auction, verify with the neighborhood, homeowner's, or building's associations to make sure that an estate liquidations sale open and advertised to the general public is allowed at the premises. Be aware of any by-laws, codes, and/or rules surrounding a public sale in your area.**

\_\_\_\_\_ **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 the designated items. Documentation may include but is not limited to: Bill of Sale, Power of Attorney, Will, Probate or Succession documentation, Letters of Testamentary, or Letters of Administration.**

\_\_\_\_\_ **DO NOT** throw away anything away!!! Just because an item is old and/or dirty doesn't mean it is not valuable or sellable. Even pieces of a broken item can help increase the item's value. Let your estate liquidator/auctioneer determine what is or is not trash.

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

\_\_\_\_\_ Gather any historical information or family history that relates to items being liquidated.

\_\_\_\_\_ If a vehicle, boat, camper, tractor, or ATV is to be sold, have the registration/title documents available.

\_\_\_\_\_ Document ALL items to be excluded from the liquidation and if possible, have them removed from the premises or clearly marked before the liquidation sale/auction. This is especially important for onsite auction or sales. These items may include personal items as well as fixtures and appliances.

\_\_\_\_\_ Keep your homeowners liability insurance policy in place and current. 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 estate liquidator/auctioneer with the listing information to distribute to interested shoppers. If the house is under contract, be sure the estate liquidation occurs prior to closing and the items to remain clearly marked.

\_\_\_\_\_ Consider what should be done with items remaining after the sale/auction. You have options such as donation to charity, post-

sale/auction consignment, second auction, or bulk sale transactions. These options should be clearly outlined in your liquidation/auction contract.

\_\_\_\_\_ The condition the home is to be left in should also be outlined in the contract to illuminate any misunderstandings.

\_\_\_\_\_ **ALWAYS** get any agreements in writing! Be sure everything you agree to is clearly spelled out and changes agreed to are documented as an addendum.

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

### **Overwhelmed?**

**Do not worry** – Marshall Estate Liquidators, Inc. can handle any unique circumstance and we will guide you through it all. We are family owned and operated and your needs are always our top priority.