



A Ministry of Catholic Charities of Northeast Kansas

Morning Glory Estate Sales – Client Checklist

- Contact 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 longer to properly advertise.
- 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 and 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 Letter 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 sale liquidator determine what needs to be trashed.
- Gather any receipts, sales slips, or earlier appraisals that relate to the items being liquidated if possible.
- Gather any historical or family dates that relate to the items of higher value being liquidated if possible.
- 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. Plan 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.

These are some of the things to be considered when planning for an estate sale. After reviewing these steps, schedule an on-site consultation with Morning Glory Estate Sales to discuss your needs.