Agent + Estate Sale Coordination Sheet

People

- ☐ Decision-maker / executor: _____
- ☐ Listing agent: _____
- ☐ Estate sale company: _____

Dates

- ☐ Family keepsake pickup: _____
- ☐ Sale days: _____
- ☐ Cleanout: _____
- ☐ Repairs / cleaning: _____
- ☐ Listing photos: _____ List date: _____
- ☐ Closing / possession date (if under contract): _____

Access

- ☐ Key / lockbox holder during setup and sale
- ☐ No showings on sale days
- ☐ Change lockbox code after the sale
- ☐ Insurance checked for public sale / vacant home

Staging + fixtures

- ☐ Staging pieces tagged 'Not for sale' (list): _____
- ☐ Fixtures that stay (written list agreed)
- ☐ Gray areas decided: chandeliers, mounted TVs, blinds, shelving, sheds, appliances

Cleanup

- ☐ Who handles shopper wear (floors, trash)
- ☐ Donation / haul-away plan for leftovers
- ☐ Final settlement date from the sale company