Executor Checklist

Preparing a Probate Property for Sale

A practical reference to help personal representatives prepare a property for sale and avoid common delays.

Legal Authority and Estate Status

☐ Confirm appointment as Personal Representative or Executor

☐ Obtain Letters of Administration or Letters Testamentary

☐ Confirm authority to sell the property

☐ Identify all heirs and decision makers

Property Access and Security

☐ Secure all keys, garage openers, and access codes

☐ Confirm utilities are active

☐ Ensure property is properly secured

☐ Address any immediate safety concerns

Property Condition and Contents

☐ Walk the property and note visible repairs

☐ Decide whether to sell as is or make improvements

☐ Remove valuables and important documents

☐ Develop a plan for remaining personal property

Information to Gather

☐ Locate HOA or condominium association information if applicable

☐ Gather property tax and insurance details

☐ Identify any liens or outstanding obligations

☐ Confirm occupancy status

Real Estate Coordination

☐ Select a real estate point of contact

☐ Discuss pricing strategy and timeline

☐ Prepare property for marketing

☐ Coordinate inspections, access, and showings

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This checklist is provided for informational purposes only and does not constitute legal advice.