

## Simple Steps to Selling Probate Real Estate

### Consultation – Meeting with Realtor

- Discuss goals, timelines and expectations
- Review property condition & discuss the selling process
  - **Collect probate documents**
    - **Letters of Authority (Testamentary), Death Certificate, Estate EIN**
- Sign Listing Agreement & confirm structure, & listing terms.

### Pricing & Preparing the Property for Sale

- Realtor to analyze comparable properties (recent sold homes) & market trends
- Review listing price strategy (order 3<sup>rd</sup> party appraisal if necessary) &
  - **Send Attorney a copy of valuation (if requested)**
- Review net proceeds estimates
- Complete repairs or updates (if necessary)
- Realtor will schedule professional photography, floor plan (if applicable), video / drone (optional), listing description, install yard sign & create online and print marketing materials.

### Submitting the Property to the Market

- Realtor will input property into MLS and syndicate to major platforms
- Realtor to initiate and coordinate open houses and buyer tours
- Receive / Negotiate / Review / Counter all offers in detail

### Under Contract

- Once agreed, Realtor will deliver executed contract to title/escrow (and Attorney if applicable), track contingency deadlines, inspections, necessary repairs, coordinate and schedule lender appraisal & ensure buyer financing progress and milestones
  - **Obtain recorded deed showing decedent as owner– Title/Realtor should be able to provide**
  - **Expect to provide Certificate of No Pending Probate Proceedings before scheduling closing**

### Pre-Closing Coordination

- Realtor will confirm clear title, continue to monitor contingencies, review settlement statement and title commitments, schedule closing, coordinate final walkthrough.
- Seller will confirm identity with **Closing Lock**
  - **Realtor / Title will provide wire instructions for estate escrow or applicable account**
    - **Attorney will help decide if escrow is required based on Notice to Creditors timeline**

### Closing

- Sign documents, funds will transfer, keys are to be delivered, recording of deed post close, and confirm funding