

What You Need to Know as an Executor or Estate Attorney

Prepared for you by
Donna Davis Estate Sales, LLC



We know being an estate executor or attorney and holding an estate sale can be stressful because there are so many details to address. Once the probate process is complete and family members have collected items they intend to keep, call us and let us handle the rest. Donna Davis Estate Sales, LLC is a professional, insured company working with families and in homes around all the Greater Metro Atlanta area.

Donna and her team have extensive experience and knowledge researching and selling in the Atlanta resale market, and that makes the difference for our clients and customers. Our team includes a former personal property appraiser, a former auctioneer, antique dealers, an interior designer, and a professional stager. Our team has over 30 years of experience and has been featured on the 11Alive News report “How to choose an estate sale company.”

We will never have a conflict of interest with your estate sale since we don't buy out estates or hold inventory for later sales. Our company is founded on honesty and transparency, and we always work to get the most value for each item while liquidating as much of the estate as possible.

HAVE QUESTIONS?

If you have any questions about hiring Donna and her team, please call us at (770)235-7638 and we'll be happy to walk you through the process of assessing the home's contents and signing a contract.



Things to Do Before Signing a Contract

We're not attorneys and therefore cannot give legal advice. But if you are the executor of an estate, there are a few things you should do before having a sale.

- Contact your local municipal probate department to find out what will be required of you as the executor, or contact a local estate attorney for advice.
- Obtain court-issued paperwork giving you the right to sell the property you'll be including in the sale. The estate sale contract will require you to acknowledge that you have the legal right to hold the sale. If there is more than one executor, all executors must sign the contract.
- Decide what you and/or the family are keeping and remove those items from the home.
- Do NOT throw anything away until your estate sale team has taken inventory and determined what is and is not sellable in the current resale market. This includes linens, clothes, shoes, purses, costume jewelry (even if broken), old post cards, cleaning supplies, yard and garden supplies, garden pots, etc. You might be surprised what estate sale shoppers will buy.
- If the home is rented or leased, contact the owner and get permission to hold the sale. Your estate sale agent will want written permission from the owner before the sale begins.
- If the home is located within a homeowner's association, verify that estate sales are permitted and what type of signage is allowed. Also verify any parking restrictions and whether access to the neighborhood is restricted.

When you call us to arrange the sale, together we will decide on the best dates to hold it. Generally, estate sales are held on Friday and Saturday from 10:00 am til 5:00 pm. If it is determined that additional date(s) are needed, we can start on Thursday and/or end on Sunday.

We have assisted many **estate attorneys** in the Metro Atlanta area liquidate estates. At no cost to you, we can inventory and value the items to be included in the sale.



What You Can Expect When You Hire Donna Davis Estate Sales, LLC.

Once you have signed the estate sale service contract, we will get to work. This is what we will do to prepare for your sale.

- Photograph items for sale and prepare a video promotion for some sales.
- Advertise the sale on our website, estatesales.net, estatesales.org, Facebook, Google, and other appropriate social media.
- Email our extensive list of shoppers and customers announcing your upcoming sale.
- Research all items to determine their current resale value, calling on our group of experts if needed.
- Provide appropriate tables, covers, and locking display cases (if needed) to attractively display items for sale.
- Organize, tidy up, and stage the items for sale.

During the sale, these are the things we will do.

- Place directional signs directing shoppers to the sale location.
- Arrange the home to have only one way in and one way out, and have team members monitoring shopper activity throughout the sale.
- Negotiate prices for individual items when necessary.
- Maintain records of items sold, handle all cash and electronic transactions, and reconcile funds collected at end of sale.
- Collect sales tax from shoppers and submit appropriate records to the Georgia Department of Revenue.
- At the conclusion of the sale, we will provide you via FedEx with original receipt books, a settlement statement, and a cashier's check from Chase Bank for the net proceeds.
- If needed, we can help with clean-out of the home.

Donna Davis Estate Sales, LLC holds a \$1,000,000 liability insurance policy for all sales that we conduct. This is in addition to the homeowner's insurance policy.



Things to Do to Prepare for the Sale

Once you have hired Donna and her team, you'll need to do a few more things.

- Remove from the home any items which will not be sold, or have them moved to a locked area prior to the sale.
- Ensure that the home is properly insured and obtain proof of insurance.
- Gather any receipts, certificates of authenticity, provenance, or prior appraisal documents for items which are unique or of higher value, as well as registration, title, etc. for any vehicles, boats, trailers, tractors, etc. which will be for sale.
- Your estate sale agent will give you guidance about what types of items cannot be sold and which you should remove or throw away. These include furniture damaged by pets, broken and/or heavily damaged items, soiled clothing, used undergarments, over-the-counter and prescription medications, food items, alcohol, etc. Homes with heavy smoke and/or mold odors will need extra attention and may need professional cleaning.
- Lamps and light fixtures in rooms where items will be displayed should have working light bulbs.
- Electronics should have batteries and be in working order.
- Computers and other devices should be removed or have the memory wiped before your estate sale team begins staging the home for the sale.
- Machinery and vehicles need to be tested to ensure they are working so they can be sold at maximum value. Please let your team know if anything is in need of repair.
- Ensure that all utilities remain on until after the sale is concluded, including Wi-Fi internet service, TV cable or satellite service, water, electricity, gas, heating/air conditioning and restroom facilities. Your estate sale team will need these utilities and facilities operational during preparation for the sale, and may need to postpone the sale if they are not available.
- If you are the executor of the estate, you'll need to provide your estate sale agent with a copy of the court-issued paperwork verifying you have authority to hold the sale.



What's Next?

Call Donna at (770)235-7638. We will visit the home, review with you the items to be sold, and answer any questions you may have.

You can also visit our website DonnaDavisEstateSales.com and our [Facebook page](#) for more information.

What Do Our Clients Say About Us?

"I highly recommend Donna Davis and her staff. Donna was extremely helpful and handled our sale like it was her own property. I have already recommended Donna to two of my friends."

- James Wooten, Buckhead

"Donna Davis runs a top-notch operation. From the second I met her and her team, I knew that I had found the right people for the job. I interviewed several estate companies before making my decision and I can say with 100% certainty that she is the best in the business. Donna's expertise and professionalism coupled with her upbeat and friendly manner made this difficult process a breeze. I would not hesitate to use Donna's services again and I will absolutely recommend her to my friends and colleagues. Thank you, Donna, for everything that you and your staff did to make our estate sale such a success."

- Tiffany Lindsley, East Cobb

"I lost my home to foreclosure. I didn't know how I would handle not only the emotional stress of losing my home, but the aspect of selling my furniture and household goods. Donna helped me not only sell my personal property but also gave me the encouragement I needed to go on to the next step of my life. I highly recommend Donna and her staff to anyone looking to make a move."

- Carmen Roberts, Lawrenceville

