TurnKey
Realtors · Auctioneers

THE ESTATE PROPERTY CHECKLIST

A house just landed in your hands. Here is the order to do things in.

From Daniel Gutierrez, Realtor and auctioneer · TurnKey, Wichita

1. The first three calls

- [ ] **The estate's attorney.** Before anything sells, someone needs legal authority to sell. Whether that runs through probate, a trust, or a transfer-on-death deed is the attorney's call. If you need names, we know Wichita attorneys families have worked with before.
- [ ] **The insurance carrier.** Tell them the home may sit vacant. Many policies limit coverage on an empty house, and a lapse there is an expensive surprise.
- [ ] **The utility companies.** Keep power, water, and gas on. An unheated Kansas house in winter means burst pipes, and a dark house shows terribly.

2. Secure the property

- [ ] Collect every key, garage remote, and code. Re-key if you cannot account for them all.
- [ ] Forward the mail so bills, statements, and tax notices reach the estate.
- [ ] Line up mowing or snow removal. An obviously empty house draws attention you do not want.

3. Build the paper trail

- [ ] Find the deed, the most recent mortgage statement, the property tax bill, and any HOA paperwork.
- [ ] Start a simple log of what the estate spends on the house: taxes, insurance, utilities, repairs. Those costs accrue every month the house waits, and the estate's attorney and CPA will want the record.

4. The contents

- [ ] Know this first: nothing has to be cleaned out before a sale. Homes sell with everything in them all the time, and at auction that is a standard structure.
- [ ] Take your time with the personal things. Photos, letters, the items that matter. There is no deadline on that part.
- [ ] For the rest, estate sale services and clean-out crews exist for exactly this. We keep a list of the local ones we trust and can coordinate them so nobody flies in for a dumpster weekend.

5. When the estate is ready to sell

There are three real ways to sell, and the right one depends on the estate, not on us. A **traditional listing** fits when the home shows well and there is time to let the market work. An **auction** fits when the heirs want a firm date, or when several parties need to watch the market set the price openly so nobody wonders later. A **cash offer** fits when speed beats everything else, and we will show you exactly what that convenience costs before anyone signs. We do all three, so the recommendation follows the situation.

Settling an estate with a house in it?
Text VALUE to 316-364-7500 and I'll tell you what it's really worth, straight. English o español.

This checklist covers the real estate side. Probate procedure, inheritance questions, and taxes belong with your attorney and CPA. We work alongside both. Equal Housing Opportunity. Information deemed reliable but not guaranteed. Each Keller Williams office is independently owned and operated.