THE PERSONAL REPRESENTATIVE'S PROPERTY CHECKLIST

Practical steps for protecting, managing, and preparing an inherited property during probate.

01 | PROTECT THE PROPERTY

- [ ] **Locate and secure the property**
  Confirm access, secure doors and windows, and take reasonable steps to protect the property and its contents.

- [ ] **Confirm insurance coverage**
  Determine whether appropriate insurance is in place and keep it in force throughout the administration of the estate.

- [ ] **Keep estate property separate**
  Estate money and property must be kept separate from personal assets. Estate funds should never be mixed with your own funds.

02 | UNDERSTAND WHAT YOU HAVE

- [ ] **Document the property's condition**
  Walk through the home and make note of deferred maintenance, damage, safety concerns and other issues that may require attention.

- [ ] **Identify and inventory estate property**
  The Personal Representative must arrange for a valuation of estate assets and file an Inventory and Appraisal with the court within four months after Letters are first issued.

- [ ] **Address the change-of-ownership filing**
  When the Inventory and Appraisal is filed, you must also file a change-of-ownership statement in each county where the decedent owned real property.

03 | KEEP THE PROPERTY RUNNING

- [ ] **Stay on top of property expenses**
  Identify utilities, insurance, property-related bills and other recurring expenses that may need attention while the estate is being administered.

- [ ] **Keep records and receipts**
  Maintain complete and accurate records of each financial transaction affecting the estate. The court may review the estate accounting.

- [ ] **Know when legal guidance is needed**
  California probate places restrictions on how estate property can be handled. Questions involving the sale, lease, mortgages and investments should be addressed with the estate attorney.

THE GOAL: *Protect the property, understand what you're responsible for, and keep good records while the estate moves forward.*

SAM XAVIER · REALTOR® · CalRE #01449986 · probatetrustagent.com

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WHEN REAL ESTATE BECOMES PART OF THE JOB

Managing the property is one responsibility. Deciding what to do with it is another.

Once the immediate responsibilities are under control, the Personal Representative may need to consider what ultimately makes sense for the property. The right plan depends on the property's condition, the estate's goals, and practical considerations like time, cost and market conditions.

01 EVALUATE
Understand the property and its potential.

- [ ] Assess the property's current condition
- [ ] Get a sense of market value
- [ ] Identify deferred maintenance or safety issues
- [ ] Understand ongoing holding costs (e.g., taxes, insurance, utilities)

02 DECIDE
Determine the best path for the estate.

- [ ] Consider whether to sell as-is or make repairs
- [ ] Weigh the potential return on improvements
- [ ] Plan for cleanout and belongings
- [ ] Factor in time, costs and the estate's priorities

03 PREPARE
Get the property ready for the market.

- [ ] Prioritize necessary work
- [ ] Coordinate cleanout, repairs and other services
- [ ] Address presentation and curb appeal
- [ ] Make the property market-ready in a cost-effective way

04 SELL
Bring the plan to completion with a successful sale.

- [ ] Confirm authority with the estate attorney
- [ ] Price and market the property
- [ ] Evaluate offers based on more than price alone
- [ ] Coordinate escrow and closing

WHERE SAM CAN HELP

A Personal Representative does not have to become a contractor, property manager or real estate expert overnight. Sam can help evaluate the property, determine what preparation may be worthwhile, coordinate property-related professionals, and manage the real estate transaction when the estate is ready to sell.

- Property Evaluation and Market Insight
- Coordination of Cleanout, Repairs and Services
- Marketing and Pricing Strategy
- Transaction Management Through Closing

THE TAKEAWAY: *Managing the property is one responsibility. Deciding what to do with it is another.*

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REAL ESTATE SUPPORT FOR ESTATES

Practical guidance. Experienced support.

Handling an inherited property can be complex and time-consuming. Sam works with Personal Representatives to evaluate the property, coordinate the details, and manage the real estate transaction from start to finish — so you can focus on what matters most.

PROPERTY EVALUATION

Provide an objective assessment of the property's condition, market value and potential options, so you can make informed decisions.

PREPARATION AND COORDINATION

Help arrange cleanout, repairs, maintenance and other services to get the property market-ready while keeping costs and timelines in mind.

MARKETING AND SALE

Develop a tailored marketing strategy, reach qualified buyers, negotiate offers and manage the transaction through closing.

A TRUSTED RESOURCE

Coordinate with your attorney, financial advisor and other professionals to keep the process organized and moving forward.

A FOCUS ON YOUR GOALS

Whether the property is sold as-is or with updates, our goal is to help you maximize value, minimize stress and achieve a successful outcome.

> *"The property doesn't have to be perfect. It needs the right plan."*
>
> — SAM XAVIER

LET'S TALK

Have questions about an inherited property? Sam can help you understand the real estate considerations and what may make sense as a next step.

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