Senior Advisory Resources

EDUCATIONAL GUIDANCE & TRANSITION PLANNING

EXECUTOR CHECKLIST

Real Estate & Estate Property Disposition

> **A Guide for Executors & Personal Representatives:** Managing residential real estate during probate administration requires balancing legal duties, property maintenance, valuation standards, and family harmony. This checklist provides a structured roadmap for safeguarding and settling real estate assets across Southeastern Connecticut.

PHASE 1: IMMEDIATE PROPERTY SECURITIZATION

- [ ] **Secure & Lock Access**
  Change entry codes or re-key locks to limit unauthorized entry. Confirm all windows, outer structures, and garages are locked.
- [ ] **Notify Homeowners Insurance**
  Inform the carrier of owner passing and secure a vacant home endorsement to maintain essential liability and property coverage.
- [ ] **Maintain Essential Utilities**
  Keep electric, water, and heat functioning (set thermostat to at least 55°F in winter). Cancel non-essential cable, internet, and landlines.
- [ ] **Perform Regular Property Audits**
  Arrange weekly walkthroughs or professional property checks to verify security, plumbing integrity, and seasonal maintenance.

PHASE 2: INVENTORY & ASSET PROTECTION

- [ ] **Locate Critical Estate Documents**
  Retrieve property deeds, title policies, survey maps, tax bills, mortgage statements, and home maintenance warranties.
- [ ] **Document Personal Property**
  Perform a room-by-room photographic and video inventory before removing items, resolving heir disputes, or beginning clean-out.
- [ ] **Secure High-Value Heirloom Items**
  Safeguard jewelry, fine art, vital records, firearms, and cash off-site until formal distribution or probate appraisal occurs.

PHASE 3: VALUATION & CONTENT MANAGEMENT

- [ ] **Establish Date-of-Death Valuation**
  Obtain a formal Comparative Market Analysis (CMA) or professional appraisal to establish tax basis and guide asset accounting.
- [ ] **Coordinate Professional Clean-Out**
  Engage vetted estate liquidators, appraisers, or specialized senior move managers to organize sale, donation, and disposal.
- [ ] **Evaluate Property Repair Needs**
  Determine whether an "as-is" liquidation or targeted, high-ROI repairs best serve fiduciary duties to beneficiaries.

PHASE 4: SALES EXECUTION & CLOSING

- [ ] **Engage Fiduciary-Focused Brokerage**
  Select a licensed real estate partner experienced in fiduciary standards, court probate timelines, and beneficiary communications.
- [ ] **Align Beneficiary Expectations**
  Provide neutral market data and transparent regular reporting to out-of-town or multi-party heirs to build consensus.
- [ ] **Finalize Closing & Estate Accounting**
  Coordinate with your estate attorney to clear title encumbrances, finalize sales contracts, and remit net proceeds to estate escrow.

__Disclaimer:__ This checklist is provided for informational and educational purposes only and does not constitute formal legal, tax, or accounting advice. Executors should consult directly with their probate attorney and CPA regarding statutory requirements and fiduciary duties under Connecticut law.

Will Morrissey OPERATIONS MANAGER
Senior Advisory Resources | Licensed Realtor, Bridget Morrissey Realty, LLC
Bridget Morrissey, Licensed Broker

Serving New London County & Southeastern CT
Email: advisor@senioradvisoryresources.com
Web: senioradvisoryresources.com