### Identifying Your Items:

<table>
<thead>
<tr>
<th>Task</th>
<th>YES</th>
<th>NO</th>
<th>SELF</th>
<th>FAMILY MEMBER</th>
<th>PROFESSIONAL</th>
<th>DOVETAIL COMPANIES</th>
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<tbody>
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<td>Taking</td>
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<td>Family/Friends</td>
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<td>Sell</td>
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<td>Donate</td>
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<td>Discard</td>
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### Larger Tasks to Be Completed:

1. **Taking**
   - Organize floor plan in new space ensuring items will fit
   - Packing items
   - Unpacking items

2. **Family and Friends**
   - Discussion with each person
   - Coordinate pick-up/drop-off

3. **Sellable Items** (choose one or more of the below options)
   - Professional appraisal (if needed)
   - Determine method
     - Estate Sale (in-home)
     - Estate Sale (on-line)
     - Online Resources (Facebook Marketplace, Craigslist)
   - Schedule and Execute

4. **Donatable Items**
   - Organize items
   - Coordinate pick-up/drop-off

5. **Discardable Items**
   - Organize items
   - Determine method
     - Trash pick-up/Town Dump
     - Dumpster
     - Clean-Out Company

### Sorting/Organizing

1. Pictures / Photo Albums
2. Memorabilia
3. Loved One’s Belongings
### 4. Collections

### 5. Clothing

### 6. Books/magazines

### 7. Other

#### PREPARING THE HOME FOR SALE

**1. External**
- A. Roof/Shingles/Siding Repair or Replacement
- B. Painting/powerwashing
- C. Landscaping
- D. Title V Inspection and/or Repairs
- E. Repairs/upgrades
- F. Driveway
- G. Irrigation system

**2. Internal**
- A. Depersonalize/declutter/organize closets & storage areas
- B. Painting/
- C. Repairs/Upgrades
- D. Eliminate odors
- E. Stage home / furniture
- F. Gather warranties for appliances
- G. Sweep garage and basement floors, surface areas
- H. Change lightbulbs and update fixtures
- I. Clean carpets

#### PREPARING THE HOME FOR CLOSING DAY

**1. Remove all trash, unwanted items**

**2. Brook sweep home**

**3. Gather all keys, garage door openers, etc for closing**