

ON-SITE ESTATE SALE POLICIES & PROCEDURES



Sale Address

(504) 302-9893 | info@theoccasionalwife.com

We look forward to assisting you with your estate. We will do a **50/50 Split** with the following preparations:

- **PREP DAY:**
- **SALE DAYS:**
- **THE CLEARING OF THE HOME IS AN ADDITIONAL CHARGE RANGING FROM ROUGHLY \$750 TO \$4500** based on our estimate of the labor and other costs required to clear the home to your specifications. This may include packing and moving labor, trash fees (on-site dumpsters, OW dumpster usage, landfill usage), hazard pay, truck rentals, travel, etc. Items cleared from the home will either be disposed of, donated, or taken to our consignment stores if in sellable condition and you have agreed to our consignment policies. Please keep in mind that clearing a home can be a labor intensive and costly endeavor that may not generate significant additional sales, as the items being cleared are leftovers from the original sale and not the highest demand items. We are willing and able to clear your home, but **you are under no obligation to utilize our clearing services as part of your sale.**

Prep and set up prior to the sale

- This includes merchandising, organizing, and pricing items, with an appraiser reviewing pricing if needed.
- **There is a \$350 set-up fee to cover our standard labor and admin costs.** If additional setup beyond the normal scope of a sale is required (moving items to/from the sale, out of town travel, etc.) OR if there are unsafe conditions (no AC/heat, no electric, no plumbing, mold, vermin, etc.), we may assess a higher fee that will be discussed and agreed upon in advance.

Advertising

- We will place an **online ad** on [EstateSales.net](https://www.estate-sales.net) and promote it regionally with video and pictures.
- We will send an **email** out to our 10,000+ person database advertising the sale.
- We will do **Facebook & Instagram videos** (18,000 followers) that will be recorded and posted on our pages and [EstateSales.net](https://www.estate-sales.net) before the sale and will remain until the end of the sale. *Please feel free to share!*
- We will **post pictures** on our social media accounts.
- We will **post flyers** at our store locations and hand out to each customer as they come in or check out.
- We will **place signs** strategically in the neighborhood of the sale, if allowed.

BEFORE THE SALE

We will be on location _____ prior to the sale to set up. We will do a walkthrough with you to determine any special pricing. We will also require you to advise us on flexibility in pricing—i.e., do you want us to move items quickly, or are we to hold firm on all pricing? In addition, **any items that are not for sale must be clearly indicated and marked or moved prior to the sale.** In order to avoid confusion, **you must make final decisions on items you and your family are keeping prior to the video walkthrough and promo photographs.** These are the main promotional drivers for your sale, and customers who come for a specific item to only discover it is not available often leave without making other purchases.

SALE DAYS

We will arrive at 7:30 am. The sale will begin at 8:00 am. We have a designated checkout area where our team is seated with a cash box and a device with our Square point-of-sale on it. We will ring up every sale in Square. Additional staff will walk around the sale, watching all items and answering customer questions, pushing sales, and negotiating on pricing if allowed. Other staff can check out on mobile devices in all areas of the sale to keep the line shorter. **We do not track individual items during the sale due to the speed and volume of transactions, so there WILL NOT be an itemized inventory of what sold.** The post-sale report spreadsheet will be exported directly from Square and will include a line and price for each transaction, but **not a description of the items sold.**

Please note we accept Cash, Credit Cards, and Checks, which are made payable to The Occasional Wife. **Please note that we cannot in any way guarantee you a certain sales total nor can we guarantee attendance.** Our procedure is to hold all cash, checks, and credit cards for 5 days after the sale to ensure that all checks clear, and there are no chargebacks on credit cards.

AFTER THE SALE

We will email **post-sale reports** and **consignment/clear out quotes** to you **Wednesday after the sale**. **Post-sale reports will show pricing details for each transaction but WILL NOT include a description or itemization of what sold.** We will issue the **check** for your 50% portion of the total sales **minus credit card fees, setup fee, and clear out fee (if applicable) 10 business days after your sale ends.** Upon completion of the sale, we are happy to take all remaining sellable items to our stores, where they will be sold for you at a 55/45 split, with 55% going to The Occasional Wife. The property can be completely cleared after the sale for a fee as described above. There may be additional fees for chemical disposal, dumpster rental, and other specialty services. Please note we are not responsible for damages to the property during set up, sale days, delivery pick-ups, or clear outs.

I have read the above procedures and I accept them as written. I also attest that I am the legal and rightful owner (or executor/executrix in charge) of all items to be included in the estate sale.

Name: _____ **Signature:** _____ **Phone:** _____ **Date:** _____

SALE INFORMATION

_____ **Sale Address**

_____ **Setup Date(s)**

_____ **Sale Dates**

_____ **Property Type** *Residential, commercial, etc.*

_____ **Additional Buildings** *Sheds, garages, mother-in-law suites, etc.*

_____ **Relevant Dates/Timelines** *Closing, moving, listing, etc.*

_____ **Clearout Needed?**

_____ **Email(s) for final reports**

_____ **Remittance name for check**

_____ **Remittance address for check**

SALE NOTES *Type of contents, setup/sale staffing, are Husbands needed?, how do we access the property?, etc.*

PROPERTY/CONTENTS OWNER

_____ **Name**

_____ **Phone**

_____ **Email**

OTHER RELEVANT CONTACTS *Family members, real estate agents, lawyers, estate executors, etc.*

_____ **Name + Role**

_____ **Phone**

_____ **Email**

_____ **Name + Role**

_____ **Phone**

_____ **Email**