



### **Prior to Listing: Check with either personal representative or attorney to see if:**

- Power of Sales: Will contains power of sales clause.
- No Power of Sale: No power of sale in Will or no Will.
- Notice of Sale: Sale of real property must be published (attorney to prepare)..
- IAEA Powers: Personal representative has full IAEA powers.
- Limited IAEA Powers: Personal representative has limited IAEA powers if so, attorney must mail Notice of Proposed Action Re Intent to List Property
- Property Specifically Bequeathed: If so, contact attorney
- Appraisal: Check Appraisal report
- Exclusive Listing Agreement: Consider exclusive listing agreement.

### **Sign Listing Agreement**

- Full IAEA Powers: Sign exclusive right-to-sell list agreement without giving notice. (Do not need order authorizing execution of exclusive right-to-sell listing agreement)
- Limited IAEA Powers: Contact attorney to obtain order authorizing execution of exclusive right-to-sell listing agreement.

### **Market Property & Accept Offer**

- If Sold Using Full IAEA Power: Notice of proposed actions must be sent to heirs/beneficiaries before escrow can close.
- If Sold Using Limited IAEA Powers: Court confirmation required.

### **Close Escrow**

- If IAEA Sales: Escrow will need executor's/administrator's deed, copy of Notice of Proposed Action and attorney opinion letter. Escrow may also require certified copies of proof mailing notice of Proposed Action Order for Probate and Letters.
- If Court Confirmation: Escrow will need executor's/administrator's deed and certified copy of order confirming sale.