[YOUR JUNK REMOVAL BUSINESS]

ESTATE CLEANOUT CHECKLIST

A whole house, in order — from the papers and the keepsakes to the last truckload

Property: _____ Family contact: _____

Phone: _____ Access (keys, lockbox, alarm): _____

Walk-through date: _____ Cleanout dates: _____ Done by: _____

FIRST, BEFORE ANYTHING LEAVES THE HOUSE

- ☐ Walk every room with the family and write down what stays with them, room by room
- ☐ Find the papers first: the deed, vehicle titles, bank and tax papers, account statements
- ☐ Find the keepsakes: photos, letters, jewelry, medals, the things only the family would recognize
- ☐ Photograph every room and every closet before the first box is packed
- ☐ Set the zones: family · donate · sell · recycle · haul — and mark them with tape on the floor

PAPERS AND VALUABLES

- ☐ Mail, bills and anything with an account number go to the family contact in one box
- ☐ Cash, coins, cards and keys found in drawers, pockets and books go in a marked envelope
- ☐ Old paper that nobody needs goes to a shredder, not the recycling bin
- ☐ Collected pieces, art, tools and instruments: photograph them and ask the family before they move

FURNITURE AND LARGE ITEMS

- ☐ Pieces the family is taking: tag them and move them to one room or out first
- ☐ Solid-wood and usable pieces: donation pickup or a sale — book it before the haul date
- ☐ Worn upholstery, broken pieces, particleboard and anything stained go to the haul zone
- ☐ Appliances: note the fridge, freezer and air conditioner — the hauler handles the refrigerant
- ☐ Mattresses and box springs counted separately; some areas recycle them on their own program

KITCHEN AND BATHROOMS

- ☐ Food out first — opened to the trash, unopened and in date to a food pantry
- ☐ Dishes, pots and small appliances that work: donate; chipped and broken: haul
- ☐ Medicines to a pharmacy take-back; cleaners and sprays to the hazardous-items line
- ☐ Towels and linens: animal shelters take the clean ones

BEDROOMS AND CLOSETS

- ☐ Clothes and shoes: the family picks first, the rest to donation in bags by type
- ☐ Check every pocket, purse, coat lining and shoebox before it leaves — that's where the cash is
- ☐ Bedding and pillows to the haul zone unless new
- ☐ Books: the family picks, a library sale or donation takes the rest, water-damaged ones are hauled

GARAGE, BASEMENT, ATTIC AND SHED

- ☐ Paint, chemicals, fuel, pesticides and propane set aside — the hazardous-items line, never the truck
- ☐ Tires, car batteries, TVs and monitors set aside too; they have their own drop-offs in many areas
- ☐ Tools and yard equipment that work: family, sale or donation; rusted and broken: haul
- ☐ Boxes never opened: open each one — the keepsakes are often in the attic
- ☐ Scrap metal separated; a hauler or scrap yard takes it apart from the load

THE HAUL

- ☐ Count the haul zone in truck loads or by the piece and send photos for the quote
- ☐ Book the donation pickup and the sale before the haul date, so only junk is left
- ☐ Clear the path from every zone to the door; protect the floors and the door frames
- ☐ Walk the house with the hauler before the truck leaves — every closet, every corner
- ☐ Broom-sweep each room, collect every key and the garage opener, and hand them to the family

WHERE IT WENT

To the family: _____ Donated to: _____

Sold: _____ Recycled (metal, mattresses, electronics): _____

Hauled (truck loads): _____ Last load left on: _____

Keep the donation receipts with this sheet for the family. Write the dates on each line as the loads leave.

An estate cleanout runs in this order because the keepsakes are in the boxes that look like junk. A junk removal company sends this sheet to the family at the first call, walks the house with it, and books the donation pickup before the truck.

[Your junk removal business] · [Your phone] · [Your website]

Free from zarla.com/guides/declutter-checklist. Replace every [bracketed] line. Put the declutter checklist on your website so customers sort the rooms before they call, and send the quote and the invoice from the same place: zarla.com/website-builder/junk-removal