

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Estate Clean Out and Liquidation Services for [Estate Name/Property Address]

Dear [Client Name],

This letter serves as a formal agreement between [Your Company Name] and the representatives of the Estate of [Deceased Name] regarding the full clean out and liquidation of the property located at [Property Address].

1. Scope of Services

We will provide the following services:

- Sorting of all household contents, personal effects, and debris.
- Identification and appraisal of items with resale value.
- Conducting an estate sale or private liquidation of sellable assets.
- Removal and disposal of all remaining trash and non-sellable debris.
- Donation of usable items to local charities (receipts to be provided to the estate).
- Broom-clean finishing of the entire interior property.

2. Timeline

The project is scheduled to begin on [Start Date] and is estimated to be completed by [Completion Date].

3. Fees and Payment

The cost for the clean out and liquidation is as follows:

- Service Fee/Labor: \$[Amount]
- Commission on Sold Items: [Percentage]%
- Disposal/Dumpster Fees: \$[Amount]

Final payment or settlement of proceeds will be issued within [Number] days of project completion.

4. Access and Liability

The Estate will provide keys or access codes to the property. [Your Company Name] is fully insured and will take all reasonable care; however, we are not responsible for pre-existing damage to the structure.

5. Authorized Items

The Estate confirms that all items remaining on the property at the start date are authorized for removal, sale, or disposal unless listed here: [List Excluded Items].

Please sign below to acknowledge acceptance of these terms.

Sincerely,

[Your Name/Signature]

[Your Company Name]

[Phone Number]

Accepted by:

Signature: _____ Date: _____

Printed Name: [Client Name]