Estate sale closeout statement checklist

Agree before signing what the final statement will show, then use this list to check it when it arrives.

Lines the statement should show

- ☐ Gross sales, before any deductions
- ☐ Discounts and refunds after the sale
- ☐ Sales tax collected and how it was handled, shown separately
- ☐ Commission: the percentage and the total it was calculated on
- ☐ Each fee or expense, matching the written agreement
- ☐ Any advances already paid to you
- ☐ Net payment: amount, date and method
- ☐ Open items: card payments pending or anything unresolved
- ☐ Unsold property: donated, bought out, hauled away or returned, with receipts

Check the numbers

Line	Agreed	On statement	OK?
Commission %			
Commission $			
Fees			
Net payment			
Payment date			

Questions for the company