GUIDE TO SELLING AN INHERITED HOME

MOVING FORWARD WITH CONFIDENCE AND COMPASSION

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Disclaimer

This guide provides general information about the home-selling process. It is not legal or tax advice. Always consult with a licensed New Jersey attorney and/or a Certified Public Accountant (CPA) for advice specific to your situation.

Moving *Forward* with Confidence

Hello and Welcome,

Handling the sale of a property following the loss of a loved one can be both challenging and emotionally taxing. There are memories to honor and decisions to make — all while managing paperwork and deadlines. As a real estate agent, I recognize the sensitivity and details involved in this process, and I am dedicated to offering support throughout your entire journey.

This guide was created for South Jersey families navigating the process of selling a home they've inherited. My goal is to provide a simple, clear plan for the first steps — helping you obtain the necessary permissions to sell the home and equipping you with the knowledge needed to make the best decisions for your family.

I hope you'll find valuable and practical advice within these pages, and I look forward to helping you move forward with confidence.

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My *Commitment*

- **II approach every inherited home sale with compassion**, understanding that you're managing both emotions and logistics. My role is to make each step clear, manageable, and respectful of your loved one's legacy.
- **As part of Century 21 Alliance**, I combine trusted local South Jersey expertise with the backing of a nationally recognized brand—ensuring your probate sale meets every requirement and achieves the strongest possible outcome.
- **I believe in open, transparent communication.** You'll never feel left in the dark—I respond promptly, explain your options clearly, and guide you through each decision with honesty.
- **Every family's situation is unique**. I tailor my approach to your needs—whether you're ready to sell, preparing the home for listing, or simply gathering information to explore your options.
- **I'm not just your agent—I'm your neighbor and advocate.** I'm committed to protecting your interests and helping you move forward with confidence through negotiation, market insight, and genuine care. And even if you're not ready to sell, I'm here to help in any way I can—offering trusted local resources, professional insight, and a steady hand as you move forward at your own pace.

PART 1
Your First 5 Steps (The Manager's Checklist)

If the home was owned jointly with a surviving spouse or co-owner — for example, the deed says "*John and Mary Smith, husband and wife*" or "*as joint tenants with right of survivorship*" — ownership usually transfers automatically to the survivor once a certified death certificate is recorded with the county clerk.

In that case, you **don't need to go through probate or obtain an inheritance tax waiver to sell the property**, and the following Manager's Checklist **does not apply**.

However, if the deceased was the **sole owner** or the deed **did not include survivorship language** (such as "*tenants in common*"), the property becomes part of the estate. In that situation, this part **does apply**, because the house cannot be listed or sold until the legal process is complete and the person in charge has official permission to act.

The Manager's Checklist

The house cannot be listed or sold until the legal process is complete and the person in charge has official permission to act. **If there is a Will**, the court will appoint the **Executor** named in it. **If there is no Will**, the court will appoint an **Administrator** (usually a close family member) to handle the estate. If you are the person named as the **Executor** (in the Will) or the **Administrator** (if there's no Will), here is your checklist for the first few weeks:

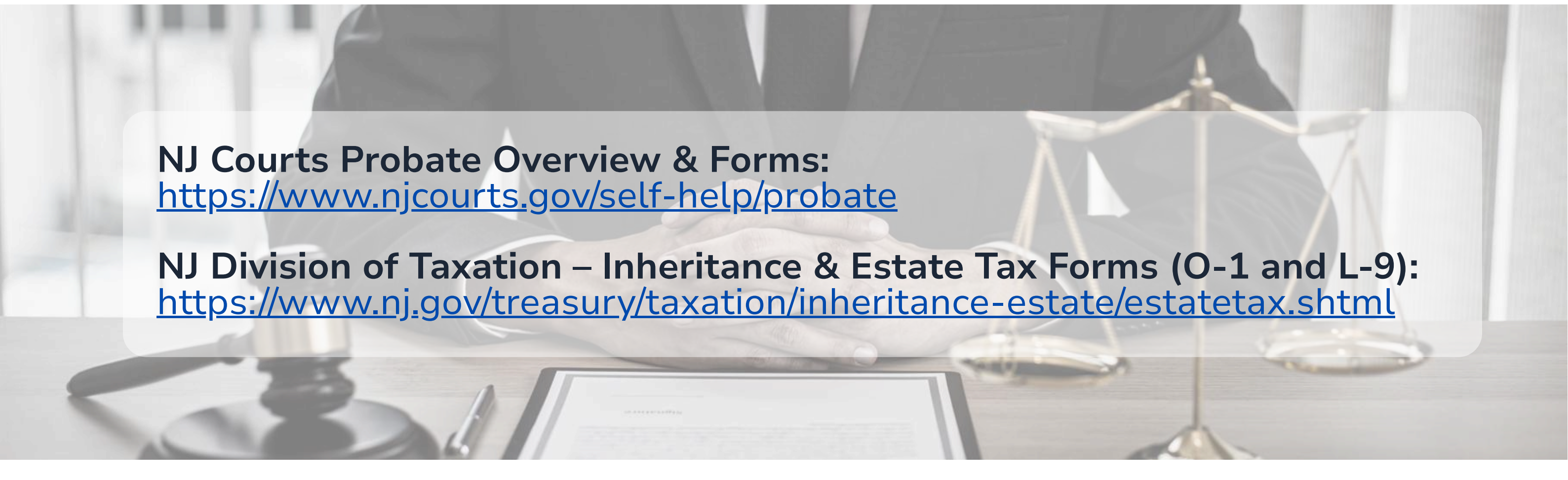
1) Find the Will and the Death Certificate: You'll need the original Last Will and Testament *if there is one* and several certified copies of the death certificate, available from the town where the person passed away.

2) Start the Probate Process: This is the legal step where your county's Surrogate's Court reviews the paperwork and confirms who has authority to act—whether Executor or Administrator.

3) Get the Official Papers to Sell: Once the court approves, they issue official papers—Letters Testamentary (for Executors) or Letters of Administration (for Administrators). Think of these as your "I'm in charge" badges. You'll need them before hiring an agent or listing the home.

4) Get a State Tax Waiver (to Transfer Ownership): In New Jersey, real estate can't officially transfer until you have an Inheritance Tax Waiver (Form O-1 or L-9). This confirms the state doesn't have any tax claims against the property. You can download these directly from the NJ Division of Taxation's website and mail them to Trenton once probate is underway.

5) Protect the Property and Stay Current on Bills: Keep the home secure, insured, and maintained. Make sure taxes and utilities are current. Check for a mortgage or unpaid property taxes, since these are typically paid from the estate or sale proceeds



NJ Courts Probate Overview & Forms:
https://www.njcourts.gov/self-help/probate

NJ Division of Taxation – Inheritance & Estate Tax Forms (O-1 and L-9):
https://www.nj.gov/treasury/taxation/inheritance-estate/estatetax.shtml

New Jersey Surrogate's Courts Directory

South Jersey Counties	
Atlantic County	*https://www.atlanticcountynj.gov/government/county-government/surrogate-s-office*
Burlington County	*https://www.co.burlington.nj.us/538/Surrogate*
Camden County	*https://www.camdencounty.com/service/surrogate-court/*
Cape May County	*https://capemaycountynj.gov/545/Surrogate*
Cumberland County	*https://www.cumberlandcountynj.gov/surrogate*
Gloucester County	*https://www.gloucestercountynj.gov/521/Surrogate-Court*
Salem County	*https://www.salemcountynj.gov/departments/surrogate/*
Central Jersey Counties	
Hunterdon County	*https://www.co.hunterdon.nj.us/329/Surrogates-Court*
Mercer County	*https://www.mercercounty.org/government/county-surrogate*
Middlesex County	*https://www.middlesexcountynj.gov/government/departments/department-of-community-services/office-of-the-surrogate/search-records*
Monmouth County	*https://mcapps.co.monmouth.nj.us/Web/Surrogate/SurrogateList.aspx*
Somerset County	*https://www.co.somerset.nj.us/government/elected-officials/surrogate-s-office*
Ocean County	*https://www.co.ocean.nj.us/OC/surrogate*
North Jersey Counties	
Bergen County	https://www.bergencountysurrogate.com/
Essex County	https://essexcountysurrogate.com/
Hudson County	https://www.hudsoncountynj.org/347/Surrogate
Morris County	https://www.morriscountynj.gov/Departments/Surrogate
Passaic County	https://www.passaiccountynj.org/departments/surrogate-s-office
Sussex County	https://www.sussex.nj.us/cn/datasearch/?tpid=11198
Union County	https://ucnj.org/surrogate/
Warren County	https://www.warrencountynj.gov/government/surrogate

Timeline & Key Financial *Insights*

How Long Does Probate Take?

In New Jersey, probate is quick to start but can take a while to finish.

- **Wait at least 10 days:** The Surrogate's Court must wait 10 full days after the date of death before it can issue the official Letters Testamentary or Letters of Administration.
- **Listing vs. Closing:** Once you receive those letters, you can usually list the home for sale — but you can't close the transaction until the state's Inheritance Tax Waiver is issued.
- **Waivers take time:** Getting the final tax waiver can take several months, depending on how quickly paperwork is filed and reviewed.

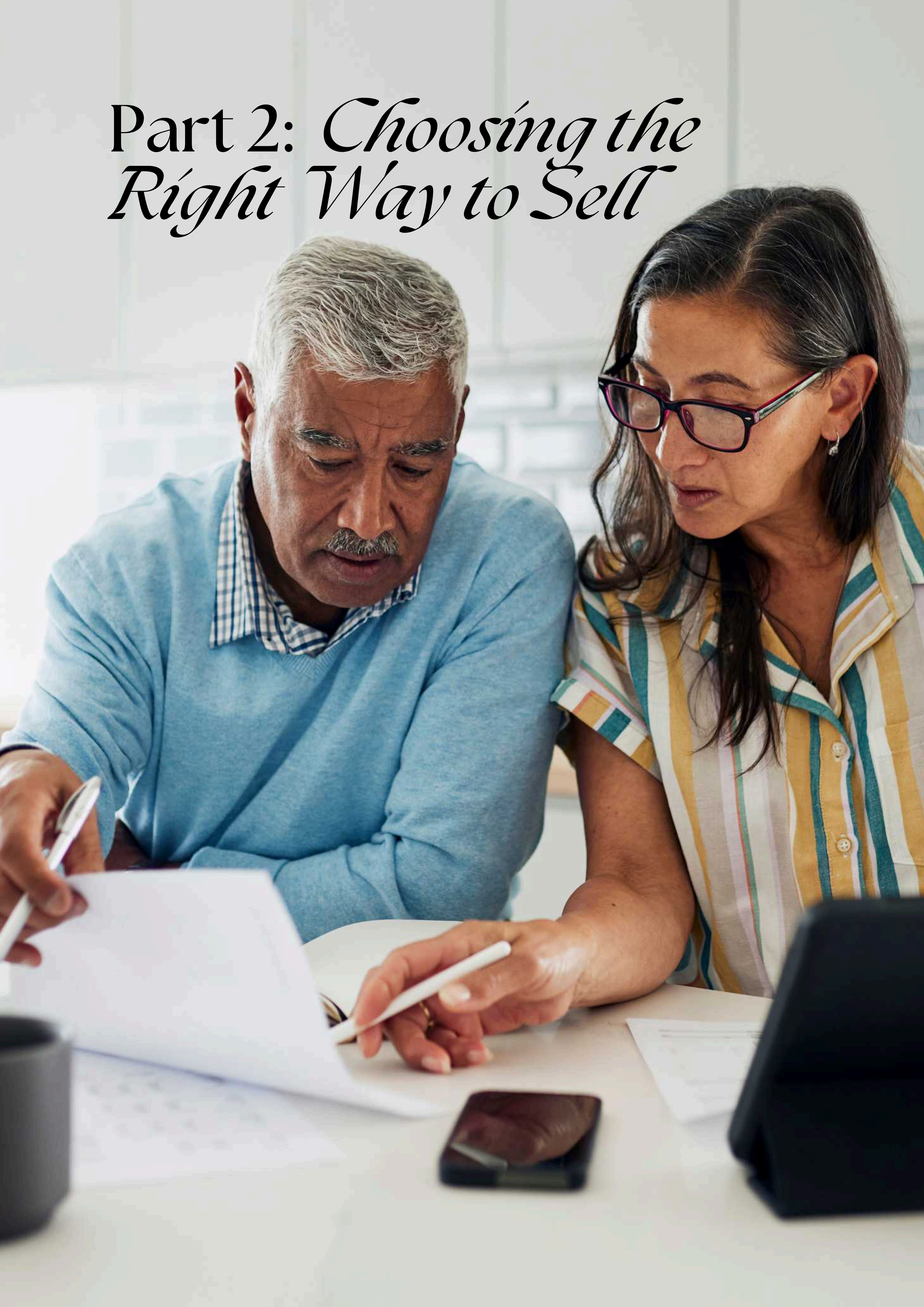
The Great Tax Advantage (Stepped-Up Basis)

When you inherit a home, you often qualify for a valuable tax benefit called a stepped-up basis.

- **What it means**: The IRS resets the home's "*cost basis*" to its fair market value on the date of death — not what your loved one originally paid years ago.
- **The benefit:** If you sell soon after inheriting, there's usually little or no increase in value, so your taxable profit (capital gain) is small or even zero.
- *Example:* If your parent bought the home for $80,000 years ago and it was worth $350,000 when they passed, your new "basis" is $350,000. If you sell for roughly that amount, there's no capital-gains tax.

(Always confirm details with a tax professional before filing — every estate is different.)

Part 2: *Choosing the Right Way to Sell*



Choosing the Right Way to Sell

Once you have the legal right (the Letters Testamentary), you need to decide the best way to sell for your family. There are three main options:

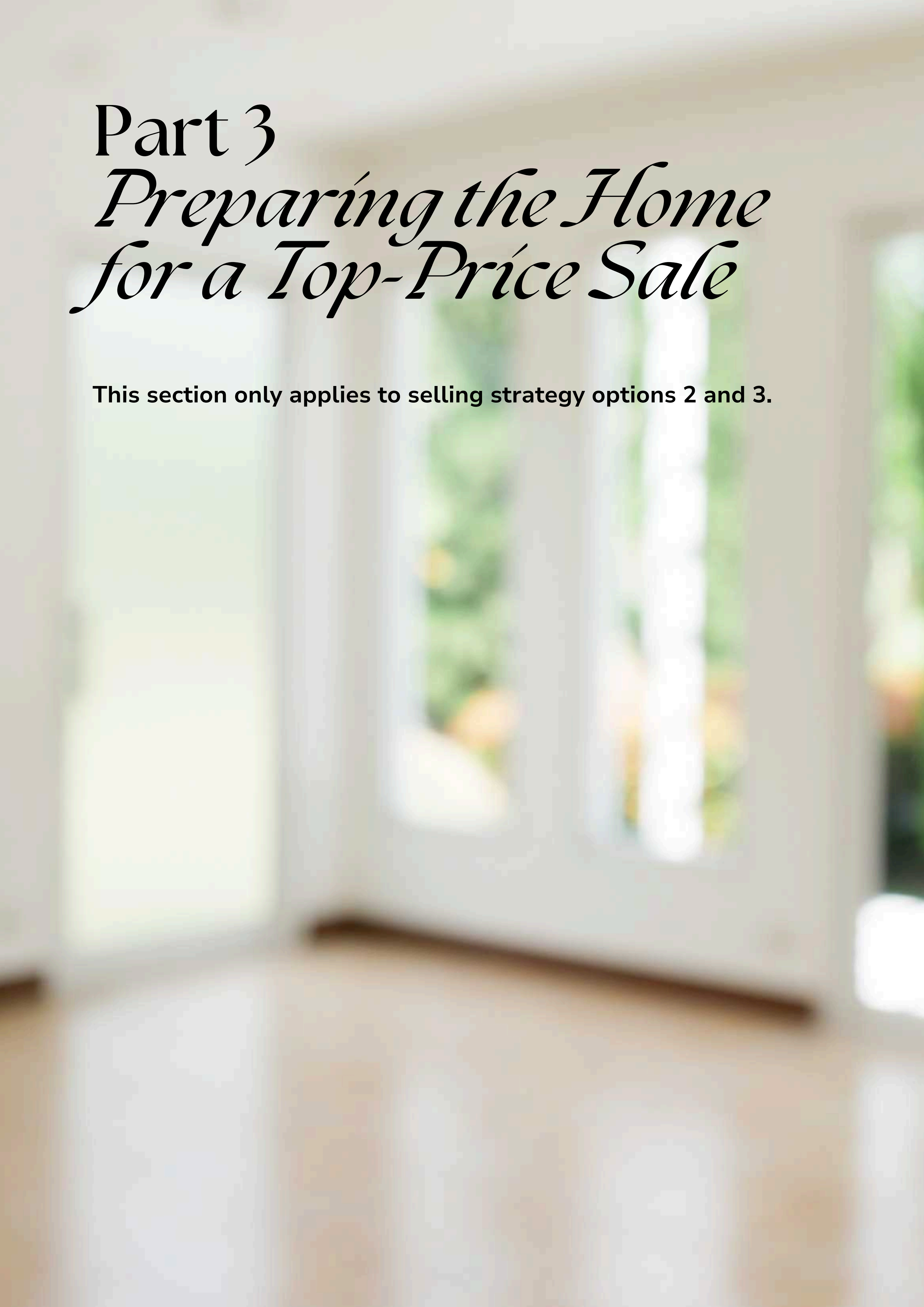
Option	What is Your Goal?	What Home is This Best For?	Why Choose This Path?
01 **Sell As-Is with an Office Exclusive, Off-Market Listing** (The Fastest Way)	Speed and a simple discreet process.	Needs lots of clean-up or major repairs.	Avoid repairs and showings with a fast, hassle-free, and discreet cash offer. This path uses my exclusive investor network.
02 **Small , Targeted Improvements** (The Best Profit)	A good balance of speed and profit.	A house that just needs paint or minor fixes.	Invest lightly in decluttering and targeted repairs to attract higher offers.
03 **Full Market Listing** (The Highest Price)	Getting maximum money possible.	The house is clean, updated, and ready for buyers.	Leverage our full marketing exposure to attract the most buyers and get the highest possible selling price.

How I Help at This Key Stage

This is often the point where families feel stuck — unsure what to fix, what to skip, or who to trust.

I take the guesswork out by showing what each option looks like in real numbers and real timelines.

Whether you decide to sell as-is, make light improvements, or prepare for the open market, I have cash buyers, trusted local contractors, and the full marketing power of Century 21 ready to make the process simple and stress-free.



Part 3
Preparing the Home for a Top-Price Sale

This section only applies to selling strategy options 2 and 3.

Preparing the Home for a Top-Price Sale

If you choose a selling strategy that involves listing the home on the open market (Option 2 or 3), presentation matters more than anything else—it's what inspires strong, confident offers from buyers.

Preparing a loved one's home for sale can feel personal and emotional. I help families decide what to keep, what to update, and how to present the home to attract respectful, qualified buyers.

01 Declutter and Clean Out

I'll help you decide whether to deep clean the entire home or simply remove personal items and clutter. When needed, I can connect you with trusted local specialists for estate clean-outs, donations, and haul-away services, and repairs —saving you valuable time and emotional energy. I'm also not afraid to roll up my sleeves; I've personally helped clients sort, pack, and declutter when they needed an extra hand.

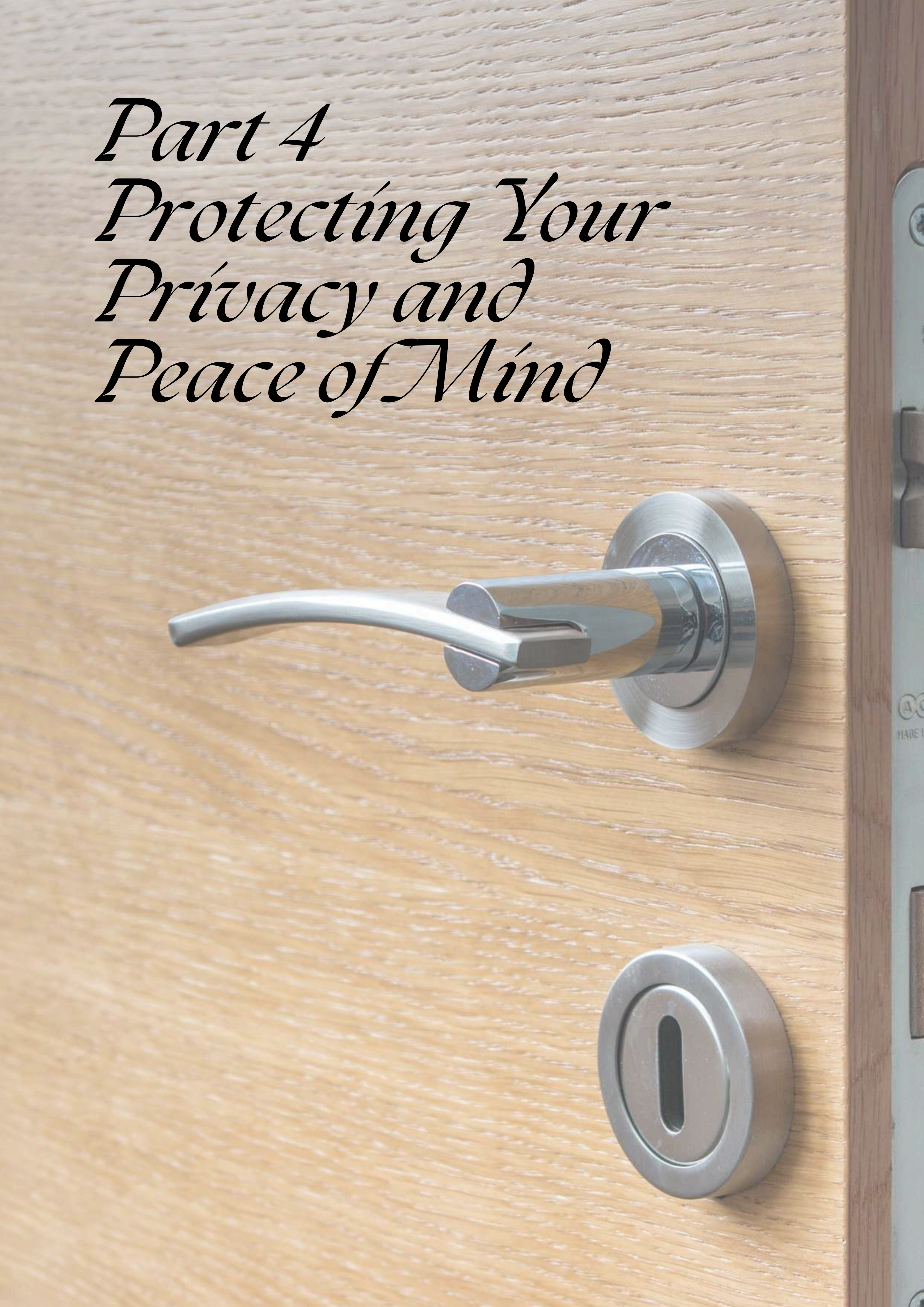
02 Professional Presentation

Buyers form first impressions online. High-quality photos and video and proper staging can spark an emotional connection that leads to stronger offers. I arrange professional photography and videography, and staging when required, that highlight the home's best features and honor its story.

03 Maximum Exposure

Selling for the best price requires reaching the right buyers. Through the Century 21 Alliance marketing network, your listing will receive full online exposure—on major real-estate platforms, social media, and my own buyer network—to ensure it's seen everywhere it needs to be.

Part 4
Protecting Your Privacy and Peace of Mind



After the Home Is Ready: Protecting Your Privacy and Peace of Mind

Once your home is ready to show, security and trust become top priorities. Many sellers worry about strangers walking through their home or personal items being disturbed — and that's completely understandable.

Here's how I protect your peace of mind once the home is on the market:

- **Pre-Screened Showings:** Only pre-qualified, verified buyers (or their licensed agents) are allowed access. I personally coordinate and monitor every showing.

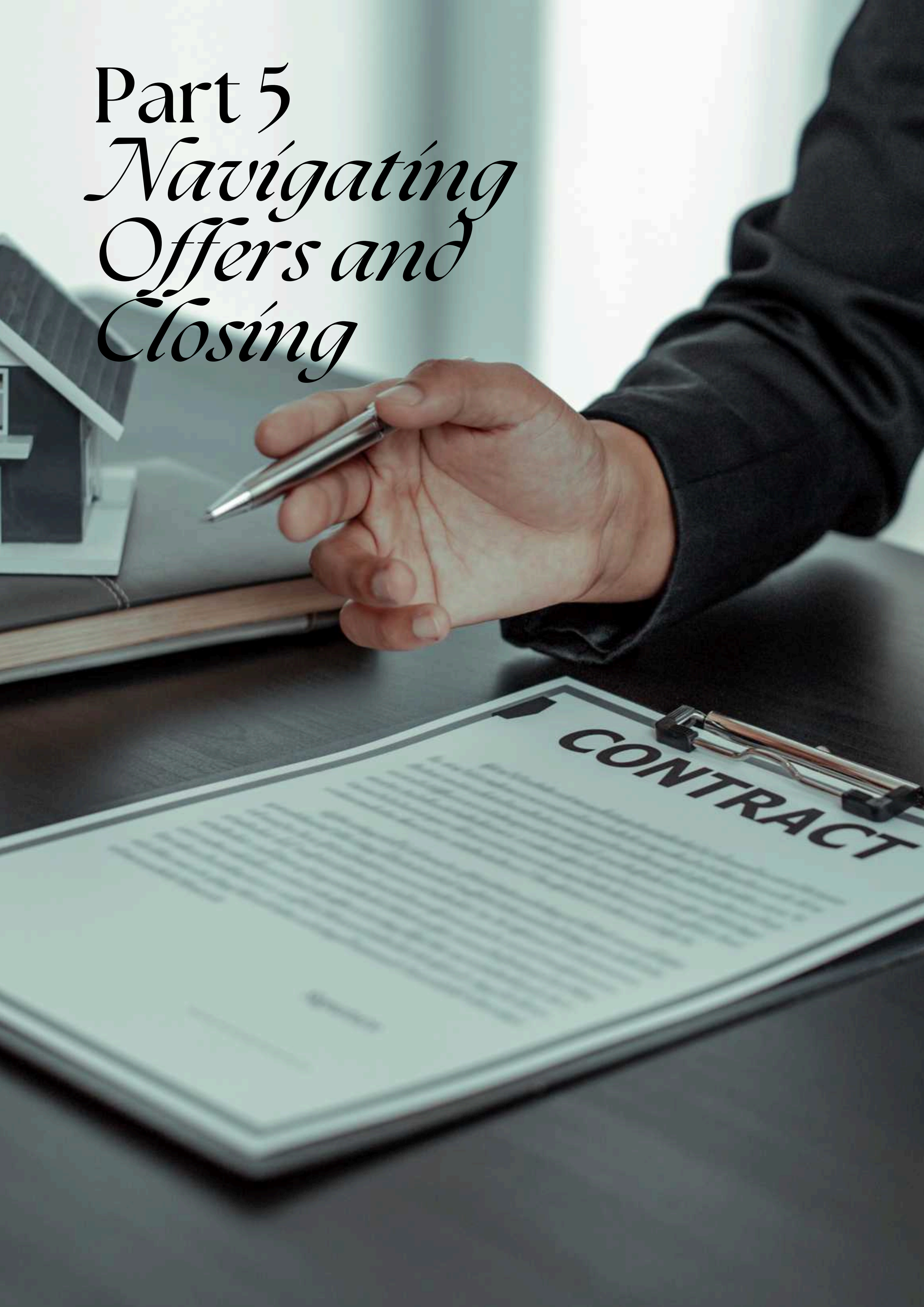
- **Accompanied Appointments:** When needed, I host open houses and showings myself so you never have to wonder who's inside.

- **Respect for Privacy:** If family members are still sorting belongings, I arrange respectful timing to minimize disruption.

- **Consistent Updates:** You'll know exactly what's happening through regular feedback and communication.

By handling these details carefully, my goal is to help you feel confident that your home — and your memories — are being treated with the respect they deserve.

Part 5
Navigating Offers and Closing



Navigating Offers and Closing

Once offers arrive — whether a cash offer from my investor network or multiple offers from the open market — I'll help you evaluate them based on both **price and terms**, negotiate confidently, and guide you through every step and detail until closing day.

01 **Review Every Offer Carefully**

When reviewing offers from potential buyers, evaluate factors like offer price, terms, contingencies, and buyer considerations. I look beyond the number on the page and help negotiate an offer that is the strongest and most suitable for your goals.

02 **Prepare and Coordinate Paperwork**

I organize all contracts, disclosures, and legal documents, ensuring accuracy and compliance before they're signed.

03 **Work Closely with Your Attorney and Title Company**

I work closely with your attorney and title company to ensure every document is accurate and every signature happens on schedule for a smooth closing. Together we review every document, resolve questions, and confirm clear title so there are no last-minute surprises.

04 **Track Contingencies and Deadlines**

I coordinate inspections, appraisals, and buyer requests, keeping everyone on schedule and communicating updates so nothing falls through the cracks.

05 **Prepare the Property for Final Walk-Through**

I confirm that agreed-upon repairs are complete, utilities are transferred, and keys and records are ready.

06 **Attend Closing and Confirm Funds**

il make sure documents are executed correctly, funds are disbursed, and you receive your proceeds promptly.

Selling an inherited home is both emotional and practical.
Having steady, informed guidance makes all the difference.

Thank *You*

As we close this guide, I want to thank you for allowing me to share what I've learned about helping families through this process. Selling an inherited home isn't easy — it takes patience, empathy, and a lot of moving parts coming together at the right time.

I don't claim to have every answer, but I believe in doing the work — listening closely, showing up fully, and handling each step with care and respect. Every situation teaches me something new, and my goal is always to make this process a little lighter and a lot clearer for you.

If you ever need someone who will treat your home and your story with that same care, I'd be honored to help.

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