NEW JERSEY PROPERTY TOOLKIT

New Jersey Executor's Property Sale Checklist

EXECUTOR SALE CHECKLIST

Planning Resource No. 10 | August 2026

Executors and administrators preparing to evaluate or sell estate-owned real property in New Jersey.

A property sale is only one part of estate administration. This checklist helps separate authority, title, property condition, debts, beneficiaries, contract decisions, and closing records so the executor can coordinate the right professionals and preserve a clear file.

Important

- ☐ Use this resource to organize information and questions; do not treat it as legal, tax, financial, title, lending, court, insurance, or municipal advice.
- ☐ Verify every deadline, payoff, authority document, public requirement, and professional conclusion with the responsible source.
- ☐ If a court, sheriff sale, foreclosure, tax sale, safety, insurance, or occupancy deadline exists, seek qualified help immediately.

Who Should Use This Resource

- ☐ Executors and administrators preparing to evaluate or sell estate-owned real property in New Jersey.
- ☐ People who need one organized file before speaking with an attorney, title company, lender, municipality, insurer, housing counselor, or buyer.
- ☐ Families comparing options without losing track of urgent property facts and deadlines.

Start Here: Immediate Priority Checklist

Complete this page before the detailed worksheets. Circle or highlight any item that cannot wait.

- ☐ Confirm the fiduciary appointment and exact authority before signing or promising a sale.
- ☐ Open title early and disclose the complete ownership and estate history.
- ☐ Preserve insurance and document vacancy, occupants, access, and condition.
- ☐ Identify mortgage, tax, lien, utility, municipal, and sheriff-sale deadlines.
- ☐ Keep beneficiary communication factual and preserve written approvals or objections.
- ☐ Use estate counsel for legal authority, conflicts, distributions, and disputed claims.

Property Contact Snapshot

Contact / Office	Name, phone, email, reference number
Owner / estate representative	
Attorney	
Title company	
Mortgage servicer	
Municipality	
Tax collector	
Insurer	
Trusted property contact	

Authority Before Marketing

- ☐ Obtain and preserve Letters Testamentary or Letters of Administration.
- ☐ Confirm whether the will, court order, co-fiduciary, trust, or other document limits the sale.
- ☐ Match the decedent and estate names to the deed and title records.
- ☐ Identify co-owners, surviving spouses, life estates, trusts, business entities, and occupants.
- ☐ Ask estate counsel who must sign the listing, contract, deed, affidavits, and closing documents.

Notes and Proof

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Property and Financial Due Diligence

- ☐ Inventory condition, contents, systems, damage, repairs, and access.
- ☐ Confirm insurance terms for vacancy, renovation, showings, and closing.
- ☐ Collect mortgage, reverse mortgage, tax, utility, association, judgment, and lien information.
- ☐ Check municipal resale, smoke/CO, permit, zoning, rental, septic, well, and occupancy requirements.
- ☐ Build a carrying-cost ledger and update it through closing.

Notes and Proof

Compare Sale Paths

FREE TO FIND OUT

You do not need every document or every answer before contacting us.

We buy New Jersey houses as-is - no repairs, cleanup, showings, or commissions. Tell Ray what is happening and what deadline you are facing. It is free to find out whether a direct sale could help.

THE PROPERTY PROBLEM CAN START BEING ADDRESSED TODAY. Call (973) 939-5151 or text (424) 440-2739.

- ☐ Request a written listing net sheet and realistic preparation timeline.
- ☐ Request direct as-is proposals in writing with proof of funds and condition terms.
- ☐ Compare price only after commission, repairs, cleanout, concessions, carrying cost, financing risk, and timing.
- ☐ Document why the chosen path serves the estate based on verified facts.
- ☐ Do not allow an interested party to control the comparison without disclosure and independent advice.

Notes and Proof

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Contract Through Closing

- ☐ Send the complete authority and title file before contract deadlines.
- ☐ Assign responsibility for occupants, personal property, permits, inspections, utilities, and access.
- ☐ Track attorney review, deposit, title objections, payoff requests, municipal items, and closing conditions.
- ☐ Confirm final settlement figures with counsel and preserve signed closing records.
- ☐ Do not distribute proceeds until counsel confirms debts, reserves, taxes, claims, and fiduciary obligations.

Notes and Proof

Executor Sale Readiness

Requirement	Status / Proof
Letters and authority	
Deed and ownership	
Beneficiaries / heirs	
Occupants / tenants	
Insurance	
Title opened	
Mortgage / liens	
Taxes / utilities	
Municipal requirements	
Property contents	

Sale Path Comparison

Factor	Listing	Direct As-Is Sale
Expected price		
Commission / fees		
Repairs / cleanout		
Carrying time		
Financing / appraisal risk		
Municipal work		
Estimated net		
Decision notes		

Questions to Take to the Right Professional

- ☐ What document gives me authority to sell this property?

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- ☐ Who else must sign or receive notice?

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- ☐ What must be resolved before contract and what can be handled at closing?

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- ☐ Which offer produces the strongest verified net for the estate?

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- ☐ What closing proceeds must remain reserved?

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My Next Three Actions

1. Action: ______________________ Owner: ____________ Due: ______
2. Action: ______________________ Owner: ____________ Due: ______
3. Action: ______________________ Owner: ____________ Due: ______

Official Starting Sources

Use current official instructions and confirm that each source applies to the specific property and situation.

New Jersey Courts - Self-Help: https://www.njcourts.gov/self-help

New Jersey Division of Taxation - Estates and Inheritance: https://www.nj.gov/treasury/taxation/inheritance-estate/inheritance.shtml

New Jersey Real Estate Commission: https://www.nj.gov/dobi/division_rec/

The Property Problem Can Stop Today

☐ You do not have to repair, clean out, stage, or list a qualifying property before asking about a direct as-is purchase.

☐ Tell Ray what is happening, what deadline exists, and what documents you have. It is free to find out whether Viera Investment Group LLC can help.

☐ Call (973) 939-5151 or text (424) 440-2739. Visit vierainvestmentgroup.com/contact.

Educational Use and Professional Coordination

This resource is provided by Viera Investment Group LLC for general educational and organizational purposes. It does not create an attorney-client, fiduciary, brokerage, lending, tax, insurance, title, or advisory relationship. Laws, court rules, servicing requirements, municipal procedures, fees, forms, and deadlines can change. Consult appropriately licensed professionals and responsible public offices about the specific property.

Viera Investment Group LLC may evaluate qualifying New Jersey residential property for a direct as-is purchase. A property review or offer is not legal advice, and no visitor is obligated to sell.

Viera Investment Group LLC | 377 Valley Rd #1218, Clifton, NJ 07013 | (973) 939-5151 | vierainvestmentgroup.com