TURNKEY ESTATE SERVICES · WRITTEN PLAN

Sample written plan SAMPLE

Your plan and your price, in writing, the day after Family Day.

PERSONAL REPRESENTATIVE	PROPERTY	PROBATE CASE	JOB
John Sample, Columbus, OH	123 Example Lane, Lexington, SC 29072	Lexington County, 2026-ES-32-0000	TK-2026-004
FAMILY DAY	**PACKAGE**	**PLAN DATE**	**NEXT STEP**
February 20, 2026, by video	Turnkey Package, 2,500 sq ft, typical	February 21, 2026	Sign the agreement and we start

One plan to start, one statement at the end. This sample shows the format; amounts are hidden because every estate is different. Your actual numbers are in your own written proposal.

1 · WHAT WE HEARD

What matters most to your family

- Keepsakes and original papers reach the family and the estate attorney first.
- Everything else is sold or donated, and nothing is left behind in the house.
- The house is safe and looked after from the first day until it closes.
- The house is ready for the listing agent, and you hear from us on a set schedule.

2 · YOUR PLAN

Six steps, in order

Step	What we will do	Target
1 · Secure	Two people go through the home. We change the locks and collect every known key. Each item set aside is logged on a custody log you can see. Keepsakes are shipped to John, and original papers (deed, insurance policies, tax returns, bank statements) go to the estate attorney.	Secured Feb 26 Keepsakes shipped Feb 27
2 · Liquidate	We sort, price and sell the contents: an estate sale at the house, jewelry to a specialist jeweler, art and collectibles through a consignment partner, and standout pieces online. Sale money goes into our separate client-funds account.	Sale Mar 13 Paid to estate Mar 23
3 · Clean	Usable furniture, household goods, clothing and linens are donated, with receipts. We haul away the rest. Dumpsters and haul-away for a typical home this size are part of your package fee, with no extra charge. Paint and chemicals go to a safe drop-off.	Before house is ready
4 · Assess	A condition report with photos and video, handed to your listing agent. Included, no charge.	Before listing
5 · Maintain	House checks with photos every two weeks. Yard kept up through showing, up to 90 days. If something comes up, such as a leak or a break-in, we call you first. Repairs you approve by text are done promptly and billed at our cost.	Up to 90 days
6 · Close	We work with your agent and the closing attorney until the house sells. Then you get one closing statement showing every sale, fee and receipt. We keep your records for at least 12 months.	Statement within 10 days of closing

3 · OUR PROMISES

Dates we promise

Milestone	Promised
Written plan and price after Family Day (Feb 20, by video)	Feb 22
House secured and locks changed	Feb 26
Keepsakes shipped (within 7 days of Family Day)	Feb 27
Estate sale held	Mar 13
Sale proceeds paid to the estate (within 10 days)	Mar 23
House ready to list (target: 45 days from start)	Apr 8
Closing statement (within 10 days of closing)	10 days after closing
If we miss a date, a credit goes to the estate ($250 each)	Credit applied

4 · YOUR PART

What we need from you

- Sign the agreement so we can start.
- A copy of your appointment as personal representative from the probate court.
- The keepsakes you want shipped, and where to send them.
- The name and contact for the estate attorney.
- Your OK on the sale dates and the donation partner.
- A repair limit you are comfortable approving by text.

5 · THE PRICE

How you pay

Item	Detail	Amount
Turnkey Package fee	Locked at signing; no add-ons	$X,XXX
Commission	On contents sold, as signed. Covers sorting, pricing, the sale, and platform and card fees	XX%
Repairs and other costs	Only what you approve, at our cost, original invoices attached, no markup	At cost

Fees come out of the contents sale. How any shortfall is handled is written in your agreement. Sale proceeds are paid to the estate within 10 days of the sale.

6 · AT THE END

What you will receive

One closing statement, in the format of our sample closing statement, with every sale, every fee and every receipt in one place. Attached to it:

- Item-by-item sales ledger
- Donation receipts
- Custody log and shipping tracking
- House-check photo log
- Repair invoices, if any

QUESTIONS

We are here before you sign and after closing

Call or text Fulton at (803) 525-1108, or email fulton@turnkeyestatesc.com.

Prepared by Fulton Bryant, Turnkey Estate Services LLC · Date

Approved by the personal representative · Date

SAMPLE. Illustrative only. Names, figures and dates are illustrative; each plan follows that estate's own signed agreement. This plan is not legal or tax advice. Turnkey Estate Services LLC, Lexington, SC 29072.