

## Probate Quick-Exit Checklist

Everything you need to prep an inherited Maryland house for a fast, stress-free cash sale—on one page.

| ✓                        | Task   | Why it matters   | Helpful resource                      |
|--------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> | <b>Order death certificate (3–5 copies)</b>                              | Title & utility companies will ask for it.                     | County Vital Records office           |
| <input type="checkbox"/> | <b>File “Small Estate” or regular probate petition</b>                   | Opens the estate & appoints Personal Representative (PR).      | Maryland Orphans’ Court               |
| <input type="checkbox"/> | <b>Collect loan, tax, &amp; HOA payoff statements</b>                    | Cash buyer or title company will need exact balances.          | Mortgage servicer / county tax portal |
| <input type="checkbox"/> | <b>Snap 10–15 cell-phone photos of the property</b>                      | Enough for a sight-unseen cash offer—no staging required.      | -                                     |
| <input type="checkbox"/> | <b>Get a “time-of-death” value (Zestimate or CMA)</b>                    | Sets stepped-up basis → lowers capital-gains tax.              | Zillow / local agent CMA              |
| <input type="checkbox"/> | <b>Call at least 2 local cash buyers &amp; request proof of funds</b>    | Filters out wholesalers; ensures 7-day close is real.          | Maryland Cash Home Buyers, etc.       |
| <input type="checkbox"/> | <b>Review one-page purchase contract with an attorney or PR</b>          | Confirms no hidden contingencies; closing cost split is clear. | Probate attorney                      |
| <input type="checkbox"/> | <b>Schedule walk-through + sign contract (Day 1–2)</b>                   | Starts title search immediately.                               | Title company                         |
| <input type="checkbox"/> | <b>Deliver keys &amp; utility account numbers to title agent (Day 3)</b> | Lets buyer order final readings & insurance.                   | -                                     |
| <input type="checkbox"/> | <b>Sign closing docs &amp; receive wire (Day 6–7)</b>                    | Estate account or heirs get funds same day.                    | Title company                         |

**Pro tip:** Keep this checklist in your probate file; ticking each box moves you closer to a 7-day settlement and zero family disputes.

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### How to use

- **Print** and place in your estate folder.
- **Email** to co-heirs so everyone knows the game plan.
- **Hand** to your attorney or title agent—makes their job faster.