Room-by-room sorting checklist

Use with the person legally authorised to manage estate property. Check each room before any disposal is arranged.

Rooms to review

- Entry, hallway and cupboards
- Living and dining rooms
- Kitchen and pantry
- Bedrooms and wardrobes
- Bathrooms and laundry
- Study and documents
- Garage, shed and workshop
- Garden and outdoor storage

For each room

- Photograph the room or record contents when appropriate.
- Separate essential documents, keys, photographs and keepsakes.
- Note items needing ownership checks or valuations.
- Make an item inventory and record the authorised decision.
- Identify donation, resale, repair or specialist recycling options.
- Confirm collection arrangements and keep records.

Sorting labels

- KEEP / BENEFICIARY
- INVESTIGATE / VALUE
- SELL (once authorised)
- DONATE (once authorised)
- REPAIR / REUSE
- RECYCLE / SPECIAL DROP-OFF
- LAST-RESORT DISPOSAL