

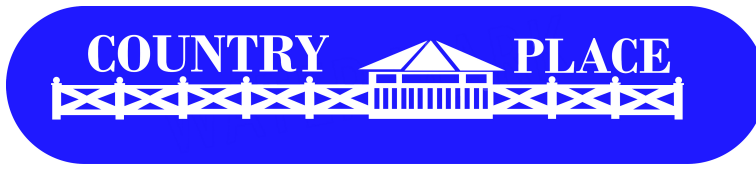
## **Residential Online Estate Sale/Auction Information**

The CountryPlace Master Community Association (CPMCA) does not recommend any specific online estate sale or auction company, nor does it assist in negotiating fees, arrangements, or any aspect of a contract between an estate sale/auction company and a seller. Property sales are conducted through an online bidding process and managed strictly between the online estate sale/auction company and the seller. No browse-and-buy is permitted within CountryPlace.

Please complete the *Online Estate Sale/Auction Company Request Form for Pickup Dates* and submit it to the CountryPlace office (Rules & Regulations mailbox) no less than two weeks prior to the date requested. For inquiries and to give a post-event appraisal of the auction company, contact Nikkie Saunders at [redpencils@sbcglobal.net](mailto:redpencils@sbcglobal.net) or leave a note for Nikkie in the Rules and Regulations mailbox in the office. Nikkie serves as the Board's liaison in this program.

*Tips for Sellers:* To locate an online estate sale or auction company, log on to [www.Google.com](http://www.Google.com). Type in ONLINE ESTATE SALES HOUSTON, or ONLINE AUCTIONS HOUSTON, or both. From the lists of companies that appear on your screen, review the brief descriptions that accompany the organization names. Visit the web sites that draw your attention to determine if the companies offer the type of service you require. Contact the companies that interest you to verify whether they can provide the type of assistance and share of profit desired, and meet the guidelines listed on the Estate Sale/Auction Company Request for Pickup Dates form. Companies listing credits from CAI (Certified Auctioneers Institute), PRI (Professional Ringmen's Institute), and/or GPPA (Graduate Personal Property Appraiser) are among the more desirable firms, as are those rated well by the Houston Better Business Bureau.

Sellers should confirm for themselves the credibility of the company they hire, and assure that it offers liability insurance that will protect them throughout the process.



**Online Estate Sale/Auction Company Request for Pickup Dates**  
**(Two Consecutive Days)**

**Pickup Dates Requested** \_\_\_\_\_

Approved by \_\_\_\_\_ (On-site Property Manager)

**Seller Information (Mandatory)**

Resident First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Resident Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**Online Estate Sale/Auction Company Information (Mandatory)**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**Online Estate Sale/Auction Company Guidelines**

- On-site preview of available items for sale is prohibited.
- The company must have liability insurance and proper accreditation/registration by professional sale management organizations.
- The company must provide personnel throughout the pickup period to assure roadways remain unobstructed for traffic and emergency vehicles, and to ensure the site remains safe for individuals.
- The company must have CountryPlace approval for the two-day pickup period. Pickup dates are limited to Monday through Saturday, 8:00 a.m. to 6:00 p.m.
- No signs, barricades or traffic cones are permitted on site. The event is to be as inconspicuous as possible.
- The company is not permitted to bring items from other locations to the CountryPlace pickup site.
- The company is responsible for removing all items not sold or claimed within three days from the last pickup date.
- For pick up, winning bidder must check in at the entry gate at the Security Station.

# Guidelines for Online Estate Sales

The first online estate sale to occur in CountryPlace, held some months ago, was an all-around success! The seller, who was clearing a house on behalf of her father, reported that the process was a "godsend" and greatly eased what she felt would have been a difficult process.

If you or your designate must empty a house in CountryPlace or sell a significant number of belongings, visit the office and pick up an Online Estate Sale/Auction Request for Pickup Dates form. Although CPMCA won't be involved in the process, registration of your sale date assures that CP Security is aware of the event and can assist if any violations occur. Instructions are included in the form to assist you in locating and choosing an online sale management company that can handle a major part of the job for you. Importantly, it also provides procedural information for the company you hire.

The online sale format isn't the usual browse-and-buy event and CPMCA doesn't maintain a web site where you can shop or post items for sale. Because CPMCA doesn't permit the standard type of estate or garage sale, the Board's intent is to provide an alternate, safe means of disposing of belongings if the need arises. The companies that provide the service are geared to manage the sale of a houseful of items.

The advertising, selling and pickup of items are controlled and scheduled by the estate sale management company. This system protects our safety and security by preventing large numbers of the public and their vehicles from accumulating on our streets and obstructing traffic, especially the ability of emergency vehicles to reach someone in need.

If you have additional questions about this type of sale, contact Nikkie Saunders at [redpencils@sbcglobal.net](mailto:redpencils@sbcglobal.net).