



**SCAMMELLS**

**DECEASED ESTATE**

**SURVIVAL GUIDE**



# SCAMMELLS DECEASED ESTATE SURVIVAL GUIDE

## Table of Contents

|                                                 |    |
|-------------------------------------------------|----|
| SCAMMELLS.....                                  | 1  |
| DECEASED ESTATE.....                            | 1  |
| SURVIVAL GUIDE.....                             | 1  |
| SCAMMELLS DECEASED ESTATE SURVIVAL GUIDE.....   | 2  |
| INTRODUCTION.....                               | 3  |
| CONTACT INFORMATION.....                        | 4  |
| ABOUT SCAMMELLS.....                            | 5  |
| OUR SERVICES.....                               | 6  |
| Welcome to Scammells Estate Auction System..... | 7  |
| PRE-ESTATE APPRAISAL SERVICES.....              | 12 |
| PROBATE AND THE WILL.....                       | 13 |
| SORTING THE CONTENTS OF THE ESTATE.....         | 14 |
| The Seven Steps.....                            | 14 |
| JASON'S TIPS ON SORTING AN ESTATE.....          | 15 |
| AFTER THE AUCTION.....                          | 17 |
| OUR AUCTION CHARGES.....                        | 18 |
| IN SUMMARY.....                                 | 19 |

## INTRODUCTION

I have written this guide to help Executors and people nearing their end of life, having experienced my own family members passing, I have seen the journey from both sides.

This guide is written as an aide to some of the “what’s and how’s” of working through an Estate, focusing mainly on what can be done in preparation and what services we offer after you or a loved one has passed. It wont explain the legalities associated with an Estate, this is advice best received from an experienced Family Estate Lawyer.

The guide will explain the steps in our “Estate Auction System”, how to best sort the items, what is saleable and what to expect from the whole process. The aim of “Scammells Estate Survival Guide” is to help guide you through this process.

Kind Regards

A handwritten signature in black ink, appearing to read 'Jason Harris', written in a cursive style.

Jason Harris  
Managing Director  
Scammells

## **CONTACT INFORMATION**

### **Scammells**

#### *Opening Hours*

Monday 8am – 7pm

Tuesday 8.30am – 7pm

Wednesday – Friday 8.30am – 5pm

Saturday 9am – 12noon

08 8362 0404

[jason@scammellauctions.com.au](mailto:jason@scammellauctions.com.au)

[www.scammells.com.au](http://www.scammells.com.au)

### **Removalists**

The Relocation Guys – 0413 450 184

Stephen the Courier – 0412 263 141

Peter Lane – 0417 856 163

### **Garden Maintenance**

### **Painters**

Tom Schmeican – 0417 082 055

### **Electricians**

Brad Electrical – 0414 429 230

### **Rubbish removalists**

Burnside Trash – 0434 579 538

### **Skip Bins**

DL Skip Bins – 0417 849 664

## ABOUT SCAMMELLS

*We connect buyers and sellers in a unique and exciting marketplace.*

Scammells is Adelaide's largest Estate auction room, and on track to becoming Australia's most recognisable Auction brand. We pride ourselves on offering our vendors and buyers an outstanding "Six Star" service.

Established in 2002 Scammells quickly grew to be one of the jewels in Adelaide's auction crown. Jason Harris purchased Scammells in 2010 and under his stewardship Scammells has continued to grow and refine their service and expertise.

Scammells specialise in Deceased Estates. We understand the stress and emotion involved with the passing of a loved one, and we also understand the amount of work involved in sorting and moving the contents of their home. Luckily you might only need to do this a couple of times in your life and by using Scammells, you'll have the benefit of our "Estate Auction System" and our years of auction expertise.

*We think differently!*

Scammells were one of the first to embrace online bidding technology, widening the scope of potential buyers from the handful of local collectors to the 1000's of interstate and tens of thousands of international buyers. The benefit to our vendors has paid tenfold with some amazing results, including the highest hammer price paid for a Wendts Sterling Silver Mounted Emu Egg in 2016 of \$29 000.



*Illustration 1: Wendts Sterling Silver Egg  
SOLD \$29000*

## OUR SERVICES

You have the unenviable task of being an Executor and organising an Estate might seem complex and difficult to navigate. You need to make many decisions in what seems an incredible short amount of time, all whilst juggling the emotions of recent events.

*We have been specialising in Estates for the past 15 years and manage 1 – 2 estates every week.*

We can do the whole lot, from appraisal, to packing and shipping. We can even stylise the home for sale. Scammells comprehensive Estate Service takes away some of the stress and gives you more time to what is important.

Our system takes you through a number of steps to ultimately achieve the goal of removing and selling the Estate items at auction. You can choose which of the optional services you require to help you achieve your goal.

In essence, we identify what is saleable, help you get the items packed and moved to our Auction Rooms. From this point our experts unpack, catalogue, research, photograph and auction the items. Very simple.

*We will work with you to achieve what you want within the time frame you need.*

And if you live interstate, we are happy to work with your Real Estate Agent or local contact to time the packing and uplift of items from the residence.



*Illustration 2: Jason Harris Managing Director and Appraiser, Scammells*

# Welcome to Scammells Estate Auction System

Our comprehensive auction system is flexible enough to handle one item to an entire collection of 1000's of items. One of our largest single vendor auctions "The Gary Scroop Collection" had 2100 lots and over 3000 items.

Scammells appraisers and specialists work to maximise the sales through thorough research, good marketing and photography and of course an excellent auction experience for our collectors and private buyers.

Our Estate Auction System has 7 key steps.

## The Seven Steps of Scammells Estate Auction System

### 1. APPRAISAL

An appraisal offers you advice on what is saleable (and what is not), and offers invaluable advice on some of the "hidden" gems that might found in the Estate.

### 2. PACKING AND SHIPPING

Items are packed and shipped to our Auction Complex. We have a team of specialist packers to help wrap, pack and relocate the items for auction.

### 3. UNPACK

Items are then unpacked, classified and catalogued. Each catalogue entry is then researched for current market value and a catalogue guide price set.

### 4. RESEARCH, CATALOGUING AND LOTTING

Items are arranged into "lots", this could be individual items or parcel of items, they are then lotted and photographed for auction. The catalogue is finalised for publishing and uploaded with images to our website.

### 5. PRE AUCTION

Once the catalogue is launched on our website, we start marketing the auction through email and social media. Our website has over 48 000 visits each month.

We open our doors for inspection on Friday and Saturday mornings, and visited by hundreds of eager bidders and collectors each week.

We use video to promote the auction and highlighting 5 to 10 pieces of the auction. The video is launched on our website and social media outlets (including Facebook, Vimeo and YouTube).

## 6. THE AUCTION

Our Estate Auction commences every Monday at 9am. Bidders are located across Australia, bidding in person or live online, using our online bidding technology.

Our buyers can leave pre-bids (called absentee bids and currently we take over 2500 absentee bids per auction).

## 7. POST AUCTION ADVICE (inc Payment and Unsolds)

We guarantee all funds, full and final and paid less our charges within 14 days of the auction day.

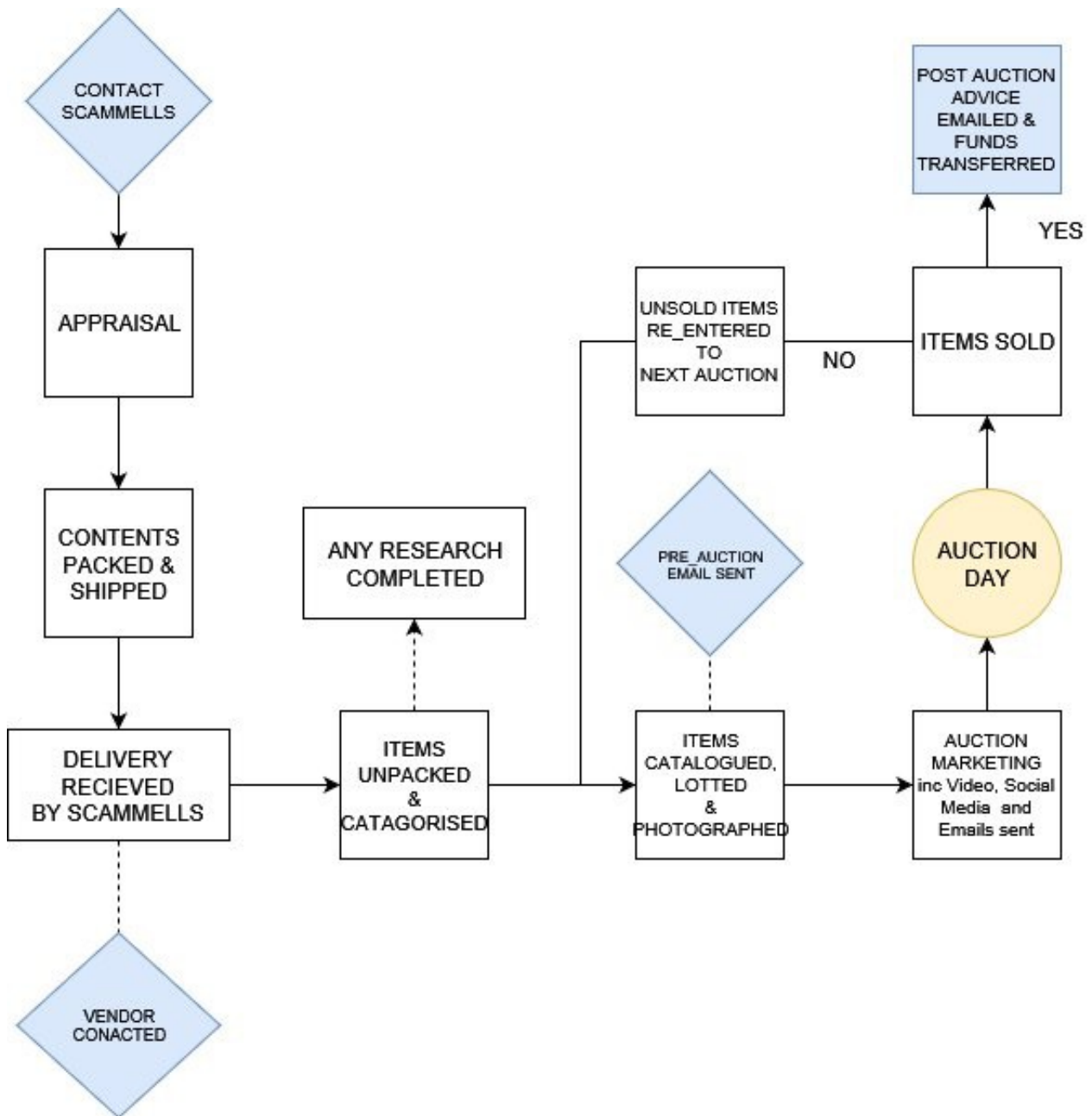
You will be provided with a full accounting of costs and final sale prices achieved. Payment can be made by cheque or direct debit to your nominated bank account.

In a perfect auction everything sells, in reality there are items that are unsold on auction day. These pieces are then re-offered at our subsequent weekly auction.





# The Estate Auction System “Road map”



## OPTIONAL SERVICES

### SERVICE 1 – STYLISING THE HOUSE FOR SALE

The greatest (fiscal) asset we own is our home, maximising the sale value should be your ultimate goal. The contents whilst they invoke a lot of great memories, are usually much lower down on the value scale.

Our team can assist you with setting the house for sale, and we will style the contents to maximising the visual impact for potential buyers. We use your furniture, minimising the cost of hiring furniture to set the house.

FEE – \$150 for the initial consult and \$80 p/h for the consultant on site plus removalist charge

### SERVICE 2 – PACKING

If you are short on time or would rather leave it to the professionals, we have a dedicated team of “packers” to wrap and box all the smaller items and works of art. Our team of packers are very experienced in professionally wrapping and boxing items for moving.

FEE – team of two packers \$95 per hour plus gst.

### SERVICE 3 – SHIPPING

Using professional removalists to uplift items for the Estate to our Auction complex is the key to the safe and timely delivery of the Estate contents.

We recommend The Relocation Guys 0413 450 184 or Peter Lane Removals 0417 865 163. Both carriers charge by the hour including travel time, and we suggest obtaining a quote from them.

FEE – \$120\* per hour plus GST (subject to change)

### SERVICE 4 – RUBBISH REMOVAL

The more years you spend in a house.....the more you collect. We would love to say everything is saleable at auction, in reality its not. There will be items not suitable for auction that need to be removed from the premises. We can help.

This service is billed at an hourly rate and a cubic metre charge (extra charges apply for mattresses and other bedding).

FEE – quoted per job requirement

**SERVICE 5 – GARDEN CARE, PAINTING, ELECTRICAL AND HOUSEHOLD MAINTENANCE.**

We have some great tradesman available to you and we are happy to share these contacts. Each is a professional in their own trade and come highly recommended by Scammells.

Ask our appraiser for a list of these trades people and their contacts.



## **PRE-ESTATE APPRAISAL SERVICES**

Pre-Estate is an unusual term, and one we use to describe what happens before you, or someone close to you has past. No one really wants to think about this, or even discuss it, but there are a few steps that can be taken sooner than later.

We suggest having an appraisal completed by one of Scammells Valuers, and it is no different from having your “Last Will and Testament” written. The appraisal can then be used to help with a fair and equitable disbursement of your estate to your family and friends.

Scammells appraisal services has a few options to choose from –

### **PRE- ESTATE APPRAISAL**

We visit you and appraise items with a value in excess of \$100. You are supplied with two written copies of the appraisal. This option is great for “typical” family homes or apartments.

\$125 per hour (+ gst)

### **CATALOGUE APPRAISAL**

Our appraisers visit you and complete a full appraisal of the entire contents of your home or apartment. Each item is indexed with a small discreet sticker or tag with a corresponding index number on the appraisal. This option suits larger homes and apartments, or collections of antiques, fine art, silver and jewellery.

\$165 per hour (+ gst)

### **PHOTOGRAPHIC APPRAISAL**

This is similar to the “Pre-Estate Appraisal” with photographs taken of each item valued.

\$175 per hour (+ gst)

The Pre-Estate Appraisal can then be used to make a fair and equitable decisions when writing your will. Too many times we have seen acrimony grow between family members who have differing opinions of the value of Estate items. An independent assessment from a Scammells Valuer will put this to rest.

## **PROBATE AND THE WILL**

Before any assets or possession are distributed, the Will has to go through Probate; the legal process necessary to carry out the instructions specified in the Will of the deceased.

*Probate is made of three general steps:*

1. Registration of the last Will of the deceased to the Supreme Court.
2. Authorisation of a Grant of Probate.
3. Distribution of assets and possessions.

### **REGISTRATION OF THE LAST WILL**

The executor of the Will is the person responsible for registering the last Will to the Supreme Court of their State. Even though the Will may have been drawn up legally, once the person has died, the Supreme Court must decide that the Will presented by the executor was the last Will and testament of the deceased.

### **GRANT OF PROBATE**

Once the Supreme Court is assured of the validity of the Will, it will authorise a Grant of Probate; this is a legal document that assigns the executor with the legal powers to carry out the instructions set out in the Will.

A Grant of Probate is usually required if the deceased:  
Had assets, such as bank accounts, shares or real estate, at the time of their death.  
Was tenants in common with another party at the time of their death.

However, a Grant of Probate is not required if the deceased held bank accounts or owned real estate jointly with a spouse or civil partner or when the deceased's only other possessions were personal items.

### **LETTERS OF ADMINISTRATION WITH THE WILL ANNEXED**

But what happens if the deceased didn't name an executor, or the executor is unable or unwilling to apply for a Grant of Probate? If this situation arises, the Supreme Court has the power to grant Letters of Administration with the Will Annexed to an appropriate person; this tends to be someone who is named as a beneficiary within the Will.

But what do we do if the deceased didn't make a Will? The Supreme Court is able to bestow Letters of Administration to an appropriate person who will tend to be a beneficiary of the estate of the deceased.

At any stage of this process, if you are unsure about what to expect or what to do next, consult with a lawyer who specialises in Wills and Probate and they will be about to guide you.

## **SORTING THE CONTENTS OF THE ESTATE**

This can be overwhelming, you have lifetime worth of memories, rooms of furniture and cupboards of collectables, and you are left to make sense of it. In our experience it's at this point the Executors, and family members make mistakes. Many times we are called in *after* the family has "cleaned " the house and disposed of rubbish, only to find the most valuable items has been thrown out.

*We suggest having one of our specialists come to the house and help start this process.*

Now the hard work, sorting the items. So where to start?

### **The Seven Steps**

You will need a few things to make life easier – a box of white removable stickers and 2 different coloured boxes of stickers (both available from stationery stores or the Post Office), a Texta or marker, a skip bin or trailer and family members or friends to help.

**Step 1** – tag any items bequeathed to family and friends. Using the white stickers, attach a sticker to a bequeathed item and write the recipients name on it. Encourage the recipients to remove these items straight away. This step is made easier if the Will is clear, or a Pre-Estate Appraisal has been completed.

**Step 2** – Apply a coloured sticker to anything you are going to sell at auction (our specialist can help with this).

**Step 3** – Apply the second colour sticker for anything to be given to charity.

**Step 4** – Anything without white sticker or colour label is to be dumped. Start taking these items out of the house and load into the trailer. Now the house will start looking clearer.

**Step 5** – If you are selling the house/apartment and it needs to be furnished, then decide what is to stay for inspection and what is to go. Our carriers can arrange the delivery of items for Auction in two parts, before the house is sold and after. Pack up all small items that aren't being used as display. Our carrier can provide boxes (for a fee), or you can buy delivery boxes from local storage businesses. These items along with the furniture not being used for display can now go to auction.

**Step 5(a)** – If the house/apartment is not being sold, then pack all items up for auction and have our carriers uplift these items to auction.

**Step 6** – Remove items for Charity and deliver. If there is a lot to go to charity, some offer a pick up service.

**Step 7** – After the house is sold, the remaining items can now be uplifted by our carriers to auction. Now the house should be completely clear.

# JASON'S TIPS ON SORTING AN ESTATE

## 1. Be ruthless.

The emotional attachment to “things” can be strong. Many items in the house will have a story, however if you try to keep everything your home will be cluttered. Work through what is the most important.

## 2. Get your friends and family to help.

Work through what needs to be done, clearly define the goal and delegate the tasks. Many hands make light work.

## 3. Don't throw anything out....yet.

Many clients think they are doing the right thing by cleaning up and throwing away all the clutter before engaging Scammells. Sometimes they throw away some treasures. Over the last 25 years we have seen it all, and there is no need for any embarrassment because of the state of the house or contents. We strongly suggest contacting an Appraiser at Scammells before you start the process and we will guide you through.

## 4. Create 3 piles (mentally or visually).

The MUST KEEP pile, those items bequeathed or being kept by the family. THE MUST SELL pile, all those you are 100% certain of. The final pile is I'M UNSURE, these items do nothing more with until you are 100% confident of what you would like done. Then move them to pile 1 or 2.

## 5. Engage an experienced appraiser.

This is a low cost or often free service. Ask the experts at Scammells what the items are worth.

## 6. Start small.

Pick one room and start. Often it is over whelming and you can find yourself bouncing from room to room without every making a real start.

## 7. Don't make decisions if you feel under pressure.

When you are feeling overwhelmed or there is a lot to achieve in a small time frame, some decisions made at these times are often regretted later. Take your time, most decisions can wait a day or two.

## 8. Delegate jobs.

If you are short on time or live interstate, create a list of jobs only you can do, and delegate the rest. Scammells offer a full Estate Auction Service, from the initial appraisal to full house pack and clean. Ultimately this save you time and you can get back on with living.

## 9. Save your time, don't clean anything.

Most of time it wont make a difference to the Auction sale price if the silver is sparkling or the vase has dust on it. In fact most of our buyers like “original as found” condition.

### **10. Don't clean the items**

Your time is better spent finalising the estate, your hobbies, family or whatever else keeps you busy. Most of the time cleaning the items does not help to improve the auction value.

### **11. Check drawers and cupboards**

Often small items are "tucked" away, including jewellery or cash. Check the backs of drawers, on top of wardrobes and under cupboards.....you never know what you might find.

### **12. Collect personal paperwork.**

Any personal paperwork, not required for Probate or the estate, should be disposed of properly. There are companies that offer a secure document shredding service. Whilst there is a cost involved, this type of paperwork shouldn't be thrown into normal bins.

### **13. Family photos.**

Unless you are the Royal Family or the Czars, family photos are almost zero value at auctions. These should be kept within the family. Of course early Wartime and Military and early "carte de viste" can be worth significant money at auction. Our appraisers can advise you.

### **14. Don't split the sets.**

So often we see dinner or tea services split up among the family, whilst it is nice that everyone gets a piece, it reduces the values to almost nothing. A better option is to obtain a value for the entire set, then balance out what the other beneficiaries receive.



# AFTER THE AUCTION

The dust has settled and your items have sold at Auction. So what happens next? We allow our bidders two days to pay (a week for our Speciality Auctions) and collect. Once all invoices are finalised we close the Auction and distribute the funds to our Vendors, usually by the Friday of the same week.

You will received by email a full accounting of all items sold in that current auction, and the net proceeds deposited directly into your nominated bank account.



GST REGISTERED ACN No. 100619869 ABN No. 55 100 619 869  
7 Chapel Street NORWOOD 5067 SA  
Phone: (08) 8362 0404

Email: [adrian@scammellauctions.com.au](mailto:adrian@scammellauctions.com.au) Website: [www.scammellauctions.com.au](http://www.scammellauctions.com.au)

## Vendor ACCOUNT SALES / TAX INVOICE

TO: The Estate of Mr Smith  
  
MITCHAM SA 5062

**AUCTION #:** 1000  
**DATE:** 31/12/2018  
**CONTACT:**  
**Vendor ABN:**  
**PRINT DATE:** 10/04/2018

| Vendor No. 1449030 |          | Reference: |                                                                                                                  | Page 1     |              |
|--------------------|----------|------------|------------------------------------------------------------------------------------------------------------------|------------|--------------|
| Lot No.            | Item No. | Qty        | Description                                                                                                      | Sale Price | GST Amt Inc. |
| 181                | 10       | 1          | CHAIR<br>Grant Featherston B230, Original Upholstery (some wear)<br>Solid Legs (some faults) with Original Stamp | 4600.00    |              |
| 1810               | 1        | 1          | SIDE TABLE<br>Marble & Stone Inlay on Brass Base                                                                 | 50.00      |              |
| 1811               | 2        | 1          | BENTWOOD CARVER<br>Rattan Seat & Back                                                                            | 260.00     |              |
| 1812               | 3        | 1          | TH BONE<br>"Gums"<br>Watercolour<br>Signed Lower Right<br>20 x 35cm                                              | 80.00      |              |
| 1813               | 4        | 1          | W VICKERY HERD<br>"The Poplars"<br>Watercolour<br>Signed Lower Left<br>55 x 85cm                                 |            | - Unsold     |
| 1814               | 5        | 1          | P HARRISON<br>Untitled (possibly Tasmania)<br>Oil on Board<br>Signed Lower Right<br>85 x 35cm                    |            | - Unsold     |
| 1815               | 6        | 1          | LOT<br>Prints, Photos, Small Rug, Etc                                                                            | 20.00      |              |
| 1816               | 7        | 1          | ENGRAVINGS<br>Two, by ST Gill                                                                                    | 60.00      |              |
| 1817               | 8        | 1          | PRINTS<br>Wildlife Collection                                                                                    | 240.00     |              |

**FEE  
DEDUCTED**

|                          |                   |                   |
|--------------------------|-------------------|-------------------|
| <b>Total Gross Sales</b> | \$5,310.00        |                   |
| Less Cartage             | \$143.00          | (\$13.00)         |
| Less Commission          | \$1,003.86        | (\$91.26)         |
| Less Lotting Fee         | \$18.00           | (\$1.62)          |
| <b>Net Amount</b>        | <b>\$4,145.14</b> | <b>(\$105.88)</b> |

*Illustration 3: Example of a Vendor Account Sales Form*

## OUR AUCTION CHARGES

Our charges are a combination of commission and a lotting fee plus any additional charges incurred.

The commission is charged as a percentage of the auction price, and is negotiable based on the overall value of the Estate.

Additional charges including carrier charges and any other services you have requested will be deducted from the net proceeds (after commission and lotting fees) and will be detailed on the Vendor Remittance Advice you receive by email.



*Illustration 4: Adrian and Jason at an Appraisal Day*

## IN SUMMARY

I hope this guide has helped you along the way, and offered you some advice on surviving as an Executor.

It is never an easy job, and sometimes you have to make some hard decisions. Scammells are here to help in anyway we can. Please don't hesitate to reach out for advice.

You can contact me personally on 0421 345 663 or write to me at [jason@scammellauctions.com.au](mailto:jason@scammellauctions.com.au)

All the best

Jason Harris  
Managing Director and Estate Specialist