

In-room Auction Checklist

- 1. Order of sale ☐
- 2. Original and counterpart contract (checked) ☐
- 3. Any legal correspondence regarding changes to contract ☐
- 4. Bidding authorities already completed with copies of associated ID + blank ☐
- 5. Authority to exchange at auction document ☐
- 6. Reserve letter signed by vendor ☐
- 7. Pen x 2 ☐
- 8. Receipt book ☐
- 9. Brochures of auction properties ☐
- 10. Office brochures or magazines ☐
- 11. Business cards ☐
- 12. Gifts for purchasers, seller and opening bid ☐

Checked by : _____ Date: _____