

Thank you for your interest in the Sotheby's International Realty® Auction Consignment Referral Program with Sotheby's Auction House. Please reference the following guide. For questions regarding referrals, please email auction.referrals@sothebysrealty.com or call 212.606.7500

Process

- To place an auction referral, please submit a completed *Realty to Auction Consignment Form* and an inventory of objects.
- Your referral will be reviewed by the *Sotheby's International Realty* Manager of Auction Relations and Sotheby's.
- Due to the high volume of requests received for auction estimates we ask that you please be patient. You should expect a response to your request within 4–6 weeks.

Estimates

In order to provide exceptional service to their clients, Sotheby's minimum consignment value per item is \$5,000 **USD** in New York, £3,000 **GBP** in London and \$40,000 **HKD** in Hong Kong. Please note that Sotheby's is unable to provide auction estimates that fall below the minimum consignment value, and in such cases will provide a recommendation to an appraiser, dealer or alternate auction house. Please note that these auction estimates will be subject to change based on the Specialist's first hand inspection.

Referral Fee

If the Auction Consignment is successfully sold by Sotheby's Auction House for a hammer price in excess of \$100,000 **USD**, you will receive a referral fee of 10% of the gross commission income earned by Sotheby's Auction House.

Inventory

Please provide an inventory of objects that comprise the consignment referral including descriptions and photographs (detailed in *Descriptions*).

Descriptions

Please describe the following for each object:

- What is the object?
Is it a desk, a painting, a teapot, etc...? Is it a single item, or part of a set or from a collection? Please describe.
- What is the name of the artist, painter or maker?
Examples: Tiffany & Co., Andy Warhol
- What are the dimensions?
Specify height and width. Please do not include the frame.
- What is the medium or material?
For example, is the object made of porcelain, mahogany or silver? Is it an oil painting or print?
- Describe any markings or signatures.
Include a photograph if possible.
- Describe the objects condition.
Note any rips, holes, stains, cracks, chips, dents, etc.
- What is the provenance?
How, when and where was the object acquired? When and from whom were you given the piece?
- Has the item ever been exhibited or appeared in any publication?
If yes, please include names, dates and locations.
- Has a valuation for the item previously been prepared?
If yes, please include details.
- Comments
Please include any other comments or information you believe might help our Specialists.

Photographs

- Please send photographs digitally whenever possible.
- Please submit clear color photographs of each item, both front and back, as well as photographs of signatures, maker's marks, and any areas of damage.
- If you are enquiring about the contents of an entire house, please attach several photographs that are representative of the property (i.e. listing photographs).
- When sending multiple images, please clearly label the photographs relative to the item and context of the image. Please package as a zip file before sending via email.