



# PROPERTY TRANSITION & CLEANOUT GUIDANCE REPORT

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**Prepared for: Gerald Mallard**

Property: 7761 Monaghan Rd, Glen Burnie, MD 21060

Date: April 23, 2025

Prepared by: Brickfront Properties & Construction

## WHAT THIS REPORT DOES

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This report has been prepared specifically for you, Mr. Mallard, to help you navigate the process of transitioning out of the property at 7761 Monaghan Rd, Glen Burnie, MD 21060. Whether you are managing this situation personally or coordinating it alongside other estate responsibilities, this guide is designed to make the process as clear and manageable as possible.

Inside, you will find a structured plan covering how to sort and handle the contents of the property, which donation and cleanout resources are available in the Glen Burnie area, and how to move through each stage of the process in a logical, efficient order. Rather than leaving you to research options on your own, this report brings everything together in one place so that you can make informed decisions with confidence.

The goal is simple: reduce confusion, reduce stress, and help you move forward with clarity.

## IMPORTANT NOTE BEFORE YOU BEGIN

### Please Read Before Proceeding

Not all items inside the property will be eligible for donation. Donation organizations have specific standards around condition, cleanliness, and item type. This report focuses on efficiency and practicality — the goal is to reduce the burden on you, not to preserve every item. Some things will need to be discarded, and that is both expected and acceptable. This guide will help you identify what can go where and how to handle the rest. Approach this process practically, and do not feel pressure to donate every item at the expense of your time or energy.

## SHORTLIST & QUICK RECOMMENDATION

The following table provides a ranked overview of the five recommended resources for donating and clearing items from the property. Each resource has been selected based on its proximity to Glen Burnie, its relevance to a property transition scenario, and the practical value it offers.

#	Resource Name	Address	Best For	Key Benefit	Biggest Limitation
1	Goodwill Industries	7435 Ritchie Hwy, Glen Burnie, MD	Clothing & household items	Free drop-off; convenient location	No bulk furniture pickups
2	Habitat for Humanity ReStore	2624 Annapolis Rd, Hanover, MD	Furniture & appliances	Free scheduled pickup	Condition standards required
3	The Salvation Army	105 Crain Hwy S, Glen Burnie, MD	Mixed household contents	Full-load pickups available	Scheduling can run 1–2 weeks out
4	GreenDrop	7220 Ritchie Hwy, Glen Burnie, MD	Clothing & small housewares	Drive-through drop-off; fast	No large furniture accepted
5	Vietnam Veterans of America	Pickup service – call to schedule	Clothing & small items	Free home pickup; supports veterans	Limited to smaller loads; varies by route

## DETAILED BREAKDOWN: RESOURCE-BY-RESOURCE

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The following subsections provide a full breakdown of each recommended resource, including contact information, what to expect, and specific guidance on how each option applies to your situation at 7761 Monaghan Rd.

### 1 Goodwill Industries of the Chesapeake — Glen Burnie

**Address:** 7435 Ritchie Hwy, Glen Burnie, MD 21061

**Phone:** (410) 636-4330

**Email:** Not publicly listed (use phone or in-person contact)

**Best Contact Method:** Phone or in-person drop-off

#### Why It Is Ranked Here

Goodwill earns its top spot on this list due to its location — it is one of the closest donation centers to 7761 Monaghan Rd, making it the most logistically convenient option for drop-offs. It is also a well-established organization with a reliable acceptance process, meaning you are unlikely to encounter unexpected surprises when you arrive with items.

#### What It Offers / Unique Features

- Accepts a wide range of household items and clothing
- Drive-up donation lane — no appointment required
- Items are processed quickly and redistributed through their retail stores
- Donation receipt provided upon request for tax purposes
- Extended operating hours (typically Monday–Saturday, 9 AM–8 PM)

#### What Items They Accept

- Clothing (all types, clean condition)
- Shoes and accessories
- Small furniture items (chairs, side tables, lamps)
- Kitchenware, dishes, and cookware
- Books, media, and small electronics
- Bedding and linens (clean, no stains or tears)

#### Limitations

- Does not offer home pickup — you must transport items yourself
- Large furniture (sofas, bed frames, dressers) is not accepted at most drop-off locations
- Items must be in sellable condition — torn, broken, or heavily soiled items will be turned away

- No appliance acceptance at all locations — call ahead to confirm

### Best Use Case for This Client

Goodwill is the best first stop for clothing, linens, kitchenware, and smaller household items from the property. Given its location and no-appointment drop-off model, it allows you to make multiple trips efficiently. It is ideal for clearing out the bedroom and kitchen contents early in the process.

## 2 Habitat for Humanity ReStore — Hanover

**Address:** 2624 Annapolis Rd, Hanover, MD 21076

**Phone:** (410) 774-6700

**Email:** [restore@habitatthesapeake.org](mailto:restore@habitatthesapeake.org)

**Best Contact Method:** Phone or email to schedule a pickup

### Why It Is Ranked Here

Habitat for Humanity ReStore is ranked second because it is one of the only resources on this list that offers free home pickup for furniture and building materials — two categories that are difficult to handle without this service. If there are sofas, dining sets, appliances, cabinets, or doors inside the property, ReStore is the most practical option for removing them without requiring you to rent a truck or hire movers.

### What It Offers / Unique Features

- Free scheduled home pickup for qualifying furniture and appliances
- Accepts building materials (doors, windows, flooring, cabinets)
- Proceeds support affordable housing programs
- Donation receipts provided for tax purposes
- Professional pickup team — no heavy lifting required from you

### What Items Do They Accept

- Sofas, sectionals, and upholstered furniture (good condition)
- Dining tables and chairs
- Dressers, wardrobes, and bedroom furniture
- Working kitchen appliances (refrigerators, stoves, dishwashers)
- Cabinetry and countertops (if being removed during cleanout)
- Doors, windows, and architectural salvage
- Tools and hardware in working condition

### Limitations

- Items must meet condition standards — significant damage or heavy staining will result in rejection
- Pickup scheduling may require 1–2 weeks lead time depending on availability
- Clothing, books, and small housewares are generally not accepted
- The Hanover location is approximately 10–15 minutes from the property — drop-offs require a vehicle

### Best Use Case for This Client

ReStore is the most important resource to contact early in the process. If the property contains furniture, appliances, or building materials, scheduling a ReStore pickup should be one of your first steps. They will handle the heavy lifting and remove large items that would otherwise require a junk hauler.

## 3 The Salvation Army — Glen Burnie

**Address:** 105 Crain Hwy S, Glen Burnie, MD 21061

**Phone:** (410) 766-9840

**Email:** Not publicly listed (phone contact preferred)

**Best Contact Method:** Phone

### Why It Is Ranked Here

The Salvation Army is ranked third because it offers a broad acceptance range — clothing, furniture, and household goods — combined with local pickup availability. Unlike Goodwill, which does not offer home pickup, the Salvation Army can schedule a truck to come directly to the property, which is valuable when you have a mixed load of items across multiple categories.

### What It Offers / Unique Features

- Home pickup available for furniture and larger loads
- Accepts a wide combination of items in a single pickup
- Donation receipts provided
- Proceeds support local community assistance programs
- Ability to handle mixed loads reduces the need for multiple vendor trips

### What Items They Accept

- Clothing and shoes (clean condition)
- Household furniture (sofas, chairs, tables, dressers)

- Kitchenware and small appliances
- Bedding and linens
- Lamps and decorative items
- Books and media

### Limitations

- Pickup scheduling typically runs 1–2 weeks out — plan accordingly
- Items with excessive wear, staining, or damage may be refused at the door
- Pickup windows can be broad (e.g., all-day) — plan your schedule accordingly
- Mattresses are not accepted at most locations

### Best Use Case for This Client

The Salvation Army works best as a secondary pickup option alongside Habitat ReStore. If there are items ReStore cannot take — such as clothing, books, or mixed household goods — scheduling a Salvation Army pickup in the same week allows you to clear a large portion of the property in a coordinated, efficient manner.

## 4 GreenDrop — Glen Burnie

**Address:** 7220 Ritchie Hwy, Glen Burnie, MD 21061

**Phone:** (888) 473-3672

**Email:** Not publicly listed

**Best Contact Method:** Drive-through drop-off — no appointment required

### Why It Is Ranked Here

GreenDrop is ranked fourth because it is the fastest and most frictionless drop-off option available near the property. It operates as a drive-through donation station, which means you can pull up, unload, receive a receipt, and leave in under ten minutes. This makes it ideal for high-volume clothing and small item runs when you do not want to deal with lines or availability constraints.

### What It Offers / Unique Features

- Drive-through model — fast and no appointment required
- Located very close to the property on Ritchie Hwy
- Receipts provided for tax documentation
- Benefits multiple charitable organizations (American Red Cross, Military Order of the Purple Heart, and others, depending on location)

### What Items Do They Accept

- Clothing and shoes (all types)
- Accessories and handbags
- Small household items
- Books and toys
- Bedding (check current guidelines)

### Limitations

- Does not accept furniture of any size
- Does not accept large appliances or electronics
- Drive-through only — not a staffed retail environment
- Item standards still apply — damaged or soiled items may be refused

### Best Use Case for This Client

GreenDrop is best used for clothing-heavy runs from the property. If there are closets full of garments, shoes, or accessories to clear, GreenDrop allows you to make quick, efficient drop-offs without waiting for appointments. It pairs well with other pickups happening on the same day.

## 5 Vietnam Veterans of America — Pickup Program

**Address:** Service area includes Glen Burnie, MD — call to confirm route availability

**Phone:** 1-800-775-8387

**Email:** [schedule@vva.org](mailto:schedule@vva.org) (or schedule online at [pickupplease.org](http://pickupplease.org))

**Best Contact Method:** Online scheduling at [pickupplease.org](http://pickupplease.org) or phone

### Why It Is Ranked Here

Vietnam Veterans of America rounds out this list as a free home pickup option, particularly suited for clothing and smaller household items when you want to support a veteran-focused charitable cause. While the volume and item scope is more limited than Habitat ReStore or the Salvation Army, the home pickup service adds meaningful convenience for certain loads.

### What It Offers / Unique Features

- Free home pickup — scheduled in advance via phone or website

- Supports Vietnam Veterans of America programs
- Pickup can be scheduled for items left on your porch — no in-person coordination required
- Tax-deductible receipt provided

### What Items They Accept

- Clothing and shoes
- Accessories and small household items
- Bedding and linens
- Small kitchen items
- Books and toys

### Limitations

- Does not accept large furniture
- Route availability varies — Glen Burnie may not always have near-term availability
- Smaller load capacity compared to a Salvation Army or ReStore truck
- Scheduling lead time can be 1–2 weeks

### Best Use Case for This Client

Vietnam Veterans is best used as a supplemental pickup option for clothing and small items that remain after your primary donation trips are complete. It is particularly useful if you have bags of clothing that are not worth a separate trip to Goodwill or GreenDrop but are still in good enough condition to donate.

## RECOMMENDED PROCESS: STEP-BY-STEP

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The following process is designed to move you through the property transition in a logical, low-stress sequence. Follow these steps in order to avoid backtracking, missed donations, or scheduling conflicts.

### Step 1 — Property Walkthrough & Separation

Before anything is moved, schedule a full walkthrough of the property. Go room by room with three clear categories in mind: items to donate, items to discard, and items to retain or transfer to family members. Use masking tape or colored sticky labels to tag items as you go. Do not try to donate and discard simultaneously — separating first saves significant time later.

### Step 2 — Donation Planning

Once items are categorized, match each category to the appropriate resource using this report as your reference. Large furniture and appliances go to Habitat ReStore. Mixed loads of clothing and

household goods go to the Salvation Army or GreenDrop. Clothing-only runs go to Goodwill or GreenDrop. Assign each resource to a specific load before you begin scheduling.

### **Step 3 — Schedule Pickups First**

Contact Habitat ReStore and the Salvation Army before doing anything else. Both require advance scheduling and have lead times of one to two weeks. Lock in pickup dates as early as possible so that your overall timeline is anchored. Confirm the pickup window, what will be taken, and any condition requirements in advance.

### **Step 4 — Drop-Offs**

While waiting for pickups to be scheduled, begin your drop-off runs to Goodwill and GreenDrop. These require no appointment and can be completed any day during operating hours. Prioritize clothing, linens, and small household items in your initial drop-off runs. Keep receipts from every drop-off.

### **Step 5 — Final Cleanout**

After all donations have been completed, assess what remains. Items that were rejected by donation organizations or are not in donatable condition will need to be removed by a junk hauler or through municipal bulk trash pickup. Schedule this removal after your donation pickups so that you are not paying to haul items that could have been donated. Leave the property clean and empty before final disposition.

## **DOCUMENTATION & TAX CONSIDERATIONS**

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Documenting your donations is an important step that is easy to overlook during a busy property transition. The following guidance will help you stay organized and protect any potential tax benefit from your contributions.

### **Donation Receipts**

Every organization listed in this report will provide a donation receipt upon request. Always ask for one at the time of drop-off or pickup. If a pickup team arrives at the property, request a receipt before they leave. Receipts should include the date, organization name, and a general description of the items donated.

### **Fair Market Value**

Donation organizations typically do not assign a dollar value to donated items on the receipt. You will need to estimate the fair market value yourself, which is generally defined as the price a willing buyer would pay for the item in its current condition. Resources such as the IRS Publication 561 or the Salvation Army's valuation guide can help you estimate values. Keep these records alongside your receipts.

### **Photographs**

Before any items leave the property, take photographs of significant donations — particularly furniture, appliances, and electronics. Photographs serve as a visual record of item condition and support your valuation in the event of a tax inquiry. This step takes only a few minutes and provides meaningful documentation.

### Record Keeping

Organize all receipts and photos in a single folder — either physical or digital — labeled by organization and date. If you plan to claim charitable deductions on a tax return, consult a licensed tax professional or CPA. This report does not constitute tax or legal advice, but the documentation habits described here are consistent with IRS best practices for non-cash charitable contributions.

## KEY RISKS & HOW TO AVOID THEM

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Property transitions involve moving parts, and small missteps can cause unnecessary delays or added expense. The following risks are the most common in situations like yours, along with straightforward ways to address them.

- **Risk:** Items are rejected at drop-off due to condition.

Solution: Do a quick pre-sort before transporting. Any item that is visibly torn, stained, broken, or missing parts should be set aside for disposal rather than donation. Do not rely on the donation center to make this decision for you.

- **Risk:** Pickup scheduling is delayed, stalling the overall timeline.

Solution: Contact Habitat ReStore and the Salvation Army as your very first step — even before you begin the physical sorting process. Lock in dates immediately to avoid a weeks-long backlog.

- **Risk:** Poor organization leads to multiple unnecessary trips.

Solution: Complete the full walkthrough and separation phase (Step 1) before making any trips. Consolidating items by resource before transporting them reduces the number of trips required and keeps the process orderly.

- **Risk:** No documentation is kept, creating tax and record-keeping gaps.

Solution: Make documentation a habit from day one. Ask for a receipt at every interaction, photograph significant items before they leave the property, and store everything in one dedicated folder.

- **Risk:** Discardable items are mixed with donatable items, complicating the process.

Solution: Use physical labels or separate staging areas from the beginning. Keep your 'donate' and 'discard' piles visually separate throughout the entire process.

## RECOMMENDED NEXT ACTIONS

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Use the following list to begin moving forward immediately. These steps are sequenced to give you the fastest and most efficient start.

1. Schedule your property walkthrough. Set aside a dedicated block of time — at least two to three hours — to walk every room and categorize contents using the Donate / Discard / Retain system.
2. Call Habitat for Humanity ReStore at (410) 774-6700 to schedule a pickup. This is your highest-priority call. Confirm what items they can take, and lock in a date.
3. Call The Salvation Army at (410) 766-9840 to schedule a secondary pickup for mixed clothing and household items. Align this pickup window with your ReStore date if possible.
4. Begin drop-off runs to Goodwill and GreenDrop for clothing, linens, and small household items. No appointment needed — these can begin as soon as your walkthrough is complete.
5. Photograph all significant items before they leave the property. Create a simple photo folder labeled by room or category.
6. Collect and retain all donation receipts. Keep them in one place from the start.
7. After all donations are complete, assess what remains and arrange a junk removal service or bulk trash pickup for items that were not donated.
8. Consult a tax professional if you intend to claim charitable deductions for donated items.

## FINAL NOTE TO YOU, MR. MALLARD

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*Navigating a property transition — especially in the context of an estate — is rarely simple. There are decisions to make, logistics to coordinate, and emotional weight that can make the process feel more overwhelming than it needs to be.*

*This report was prepared to take some of that weight off your shoulders. The resources listed here are real, local, and accessible. The steps outlined above are practical and designed to move you forward without wasted effort. You do not need to figure this out alone.*

*Take it one step at a time. Begin with the walkthrough. Make the two phone calls. The rest will follow in order. If questions come up along the way, do not hesitate to reach out to the team at Brickfront Properties & Construction — we are here to support you through every stage of this process.*

**— Brickfront Properties & Construction**

*This report is confidential and prepared exclusively for Gerald Mallard. For questions, contact Brickfront Properties & Construction.*