



Business Sale Checklist

1. List of “Owners Discretionary Income”.
2. Three years Profit and Loss Statements.
3. Current Balance Sheet.
4. Federal Income Tax returns for the business.
5. List of Furniture & Fixtures (based on value found on the balance sheet)
6. List of Equipment at replacement value.
7. List of Current Inventory On-Hand at cost.
8. Copy of the Lease and Lease related documents.
9. Copy of all Agreements with Suppliers and Vendors.
10. A Current list of the Loans against the business (amounts and payment schedules)
11. Copies of any Leases for Equipment
12. A Copy of the Franchise Agreement, if applicable.
13. Copies of the Deed of the property, if Real Estate is included in the sale.
14. Copy of Current Real Estate Appraisal, if Real Estate is included in the sale.
15. Supporting Documents for Patents, Trademarks or copyrights.
16. Sales Brochures, Press Releases, Advertisements, Menus or other sales related materials.
17. Be prepared to provide the following Client Lists...
 - a) Total # of Accounts
 - b) Total # of Active Accounts
 - c) Your top 12 Active Accounts with respective Sales Volume

In addition, a prepared seller should be ready and have appropriate information available to support these likely questions...

- Are there any Zoning or Local Restrictions that would impact the business?
- Is there any Pending Litigation?
- Are there any License or Permit Requirements necessary with your particular business?
- Are there any Federal or State Requirements or OSHA Issues or Restrictions that could affect your business?
- Any EPA Issues or Restrictions?
- Do you have Key Employees Contracts?
- Can you provide a complete List of Active and Non-Active Accounts and Account History?