

BUSINESS SELLERS CHECKLIST FORM

(A checklist of the items a business seller should have available at the time of listing a business for sale)

- Business Owner's Income (Discretionary, etc.)
- Three years' profit and loss statements
- Federal Income tax returns for the business
- List of fixtures and equipment
- The lease and lease-related documents
- A list of the loans against the business (amounts and payment schedule)
- Copies of any equipment leases
- A copy of the franchise agreement, if applicable
- An approximate amount of the inventory on hand, if applicable
- The names of any outside advisors