

## **Selling Your Business Documents Checklist**

Thinking of selling your business? Save yourself some time and stress by using this checklist to determine whether or not you have everything you need.

- Accounts Payable and Accounts Receivables Aging Reports
- Asset Depreciation Schedule from Tax Return
- Building or Office Lease\*
- Business Formation Documents
- Business Licenses, Certifications and Registrations
- Business Plan
- Business Procedures Manual
- Client List and Major Client Contracts
- Copies Proving Ownership of Patents, Trademarks and Other Intellectual Property
- Corporate, Partnership or Schedule C Tax Returns for Past 3 Years
- Current and past 2-3 years of Financial Statements
- Description of Liens
- Employment Policy Manual
- Equipment Leases and Maintenance Agreements\*
- Financial Ratios and Trends
- Insurance Policies
- Inventory List with Value Detail\*
- List of Fixtures, Furnishings and Equipment with Value Detail\*
- List of Opportunities for Improvement with Revenue/Profit Projections for Each
- Marketing Plan and Samples of Marketing Materials
- Non-Disclosure Confidentiality Agreement
- Note for Seller Financing
- Organization Chart
- Other Documents Unique to Your Business
- Outstanding Loan Agreements
- Personal Financial Statement Form for Buyer to Complete (if the Seller will be financing any part of the purchase price)
- Photos of Business\*
- Product/Service Descriptions and Price Lists
- Professional Certificates
- Staffing List with Hire Dates and Salaries; Employment Agreements, including employee Non-Competition and Non-Disclosure Agreements
- Statement of Seller's Discretionary Earnings or Cash Flow
- Supplier and Distributor Contracts

\*Typically only needed for brick and mortar businesses.

DISCLAIMER: The information provided is for general information purposes and is not intended to be a complete list of all materials a potential buyer may want to review. This is not legal, accounting, financial, or other advice. You should seek appropriate counsel if you have any questions.