

LISTING INFO

	Need	Done	Comments
Last 3 Yrs Tax Returns			
Last 3 yrs Financial Statements (e.g. Quick Books)			If available
Jan thru Current Month P or L - This Yr			
Jan thru Current Month P or L - Last Yr			
Sales by Year for Last 5 Years			
Sales By Month Last 2 Yrs			
Sales By Month This Yr To Date			Last completed month
List Of Assets You Are Selling - with estimated current value			
Estimated Value Of Inventory On Hand			
Copy Of Lease			
Detail Of Current Monthly Rent Payment (Base Pymt + Other)			
Landlord's Name, Address, Phone, e-Mail			
Accountant's & Lawyer's Name, Address, Phone, e-Mail			If you already know the lawyer you might be using
Copy Of Required Licenses			
10 Reasons Why Someone Should Buy This Business			
Last Yr Insurance Expense - Detailed			
This Yr Insurance Expense - Detailed			
Detail of Current Labor Expense - (See Attached Schedule)			
Detail Of Employee Benefits - By Employee			
Copy Of UFOC			If a Franchise
Copy Of Franchise Agreement			If a Franchise
Copy Of Business Plan			If available
Sample Advertising Your Are Doing			
Sample Of Promotional Materials You Have			
Descriptive Company Information - brochures, pamphlets, etc.			
Last Years Sales Tax Returns			
This Yr To Date - Sales Tax Returns			
Describe what you are selling			
Floor Plan Showing Rooms & Areas Of Business			List separate rooms / areas & describe
Total S.F Of Business			
Number Of Parking Spaces			
Type Of Heat			
A/C			
Septic Or Sewer			
Water or Well			
Electric (Amps, Volts, Phase)			
Handicapped Acceptable?			
Sprinkler System?			
Security System? Type			