Request List to Sell Your Business

Step 1: Real Market Analysis (RMA)

Required (Excel format preferred):

- ☐ Profit & Loss: last 4 fiscal years (one column per year)
- ☐ Profit & Loss: most recent 12 months (one column per month)
- ☐ Balance Sheet: last 4 fiscal years (one column per year)
- ☐ Balance Sheet: most recent 12 months (one column per month)
- ☐ Sales by customer reports, 4 years (one column per year)
- ☐ Sales by customer reports, most recent 12 months (one column per month)
- ☐ Current AR Aging Report
- ☐ Current AP Aging Report
- ☐ Depreciation Schedule

Tax information:

- ☐ Tax Returns, 4 Years
- ☐ Copies of Owner's W2's

Nice to Have:

- ☐ Recent Equipment Appraisal
- ☐ Recent Real Estate Appraisal
- ☐ Major Customer Contracts
- ☐ Annual Financial Projection/Pro-Forma
- ☐ Employee Organization Chart
- ☐ One-time and non-operating income/expenses

Step 2: Confidential Information Memorandum (CIM) Request

Additional Operating Information:

- ☐ Profit & Sales by product/service
- ☐ Gross margin by product/service
- ☐ Sales by state (country if applicable)
- ☐ List of suppliers
- ☐ Full list of products
- ☐ List of patents or proprietary property
- ☐ Employee census
- ☐ Marketing documents
- ☐ Summary of all business systems (CRM, ERP, accounting, etc.)
- ☐ Additional Buyer Request

Step 3: Due Diligence

Corporate Matters:

- ☐ Articles of incorporation
- ☐ Company by-laws
- ☐ Board minutes
- ☐ Capitalization table
- ☐ List of all places Company is registered to do business

Financial & Legal Matters:

- ☐ Copies of bank statements and reconciliations for last 3 years
- ☐ All contracts with key customers and suppliers
- ☐ Sales tax returns

Material Licenses and Policies

- ☐ Copies of insurance policies
  - ☐ Loss run reports for latest 5 years

Real Estate:

- ☐ Lease agreements
- ☐ Deeds or title reports
- ☐ Environmental reports, if available
- ☐ Property appraisals

Employees:

- ☐ Shareholder and employee agreements
- ☐ Employee handbook

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