CORNERSTONE®
BUSINESS SERVICES

Real Market Analysis (RMA)
Required Documents Checklist

Company Information Packet

- ☐ Business Profile
- ☐ Real Estate And Related Entities
- ☐ Owners And Key Employees
- ☐ Financial Adjustments Worksheet

Financial Reports (Excel Files Preferred)

Profit And Loss Statements

- ☐ Monthly, Previous 12 Months (Column By Month)
- ☐ Year-End, Previous 4 Years (Column By Year)

Balance Sheets

- ☐ Monthly, Previous 12 Months (Column By Month)
- ☐ Year-End, Previous 4 Years (Column By Year)

Sales By Customer

- ☐ Monthly, Previous 12 Months (Column By Month)
- ☐ Year-End, Previous 4 Years (Column By Year)

** Please provide each item in a separate Excel file, with months and years displayed as columns in each document.*

Other Required Documents

- ☐ Copies Of Owner's W2'S
- ☐ Estimated Fair Market Value Of Equipment

Business Profile

Primary Company Name (Legal And Dba)

Corporation Type | **Year Of Inc.** | **Years Owned**

NAICS/SIC Code

Business Description

Primary Contact Name | **Title**

Phone | **Email**

Special Instructions? For Contacting Confidentially

Accounting Firm | **Acct Contact Name**

Phone | **Email**

Financial Advisory Firm | **FA Contact Name**

Phone | **Email**

☐ Do Not Contact My Accountant And Financial Advisor Regarding RMA

Related Entities

Real Estate

Name (Legal And Dba)

☐ Owned
☐ Leased

Sell/Lease Preference

Preferred Nnn Lease ($/Yr)

Estimated Value

Corp Type

Property Description

Other Related Company

Name (Legal And Dba)

Corp Type

Description

Other Related Company

Name (Legal And Dba)

Corp Type

Description

Owners & Key Employees

Name _____ **Title** _____

☐ Owner _____ %
☐ Employee _____ Hrs/Wk _____ Years

W2 Wage _____ **W2 Bonus** _____ **Replacement Wage** _____

Name _____ **Title** _____

☐ Owner _____ %
☐ Employee _____ Hrs/Wk _____ Years

W2 Wage _____ **W2 Bonus** _____ **Replacement Wage** _____

Name _____ **Title** _____

☐ Owner _____ %
☐ Employee _____ Hrs/Wk _____ Years

W2 Wage _____ **W2 Bonus** _____ **Replacement Wage** _____

Name _____ **Title** _____

☐ Owner _____ %
☐ Employee _____ Hrs/Wk _____ Years

W2 Wage _____ **W2 Bonus** _____ **Replacement Wage** _____

Financial Adjustments

Instructions:

Please document any one-time or reoccurring income/expenses that would likely discontinue under new ownership.

Examples of one time income/expenses include one-time large maintenance expenses, large IT projects, legal expenses related to a specific event, and PPP income.

Examples of non-operational income/expenses include owner life insurance policies, personal expenses run through the business, personal vehicle expenses, and gain/losses on the sale of assets.

One-Time Income/Expenses

	2022	2023	2024	2025	TTM
Total Estimated Adjustment					

Note: TTM = Trailing Twelve Months (total of the most recent 12 months).

Non-Operational Income/Expenses

	2022	2023	2024	2025	TTM
Total Estimated Adjustment					

Note: TTM = Trailing Twelve Months (total of the most recent 12 months).

Real Market Analysis
Additional Documents Checklist

Supplemental Documents
(Please Provide If Applicable)

- ☐ Compiled, Reviewed Or Audited Financials, 4 Years
- ☐ Tax Returns, 4 Years
- ☐ Recent Equipment Appraisal
- ☐ Recent Real Estate Appraisal
- ☐ Current AR Aging Report
- ☐ Current AP Aging Report
- ☐ Depreciation Schedule
- ☐ Major Customer Contracts
- ☐ Annual Financial Projection/Pro-Forma
- ☐ Employee Organization Chart

CORNERSTONE®
BUSINESS SERVICES

200 S. WASHINGTON ST I SUITE 401 I GREEN BAY, WI 54301
P: 920.436.9890
WWW.CORNERSTONE-BUSINESS.COM