



## WHAT DO I NEED TO PREPARE FOR SELLING?

### SELLER'S CHECKLIST

*By Brendon Falk*

We will require the following information to prepare an appraisal or to prepare your business for sale:

- 3 Years Profit and Loss Statements
- List of Assets Required to Operate the Business
- Average Stock on Hand (estimate)
- Maximum Stock on Hand (estimate)
- Copy of Lease (Leasehold) or Rates Notice (Freehold)
- Business Registrations (BN, ABN / ACN)
- Names of ALL Directors, Shareholders, Beneficiaries or Trustees
- Description of Business Product or Service Supplied
- Description of Competitors & Marketplace
- Solicitor, Accountant & Financial Advisor's Contact Details
- Any Encumbrances or Impairments to Business Assets
- Copies of Existing Licenses, Agreements & Registrations
- Your Contact Details (Postal Address, Email, Landline & Mobile)