

BUSINESS FACT SHEET

BASIC FACTS

1. Name, address, phone number, and website of the business.

2. Home address and phone number of the owner, owner's work phone, if different from the business phone and the cell phone, and which phone the seller would prefer to be contacted.

3. Email address of the seller. Is this a confidential email, not opened by employees, so confidential information can be sent.

4. Name of the owner's spouse, with contact information if different.

5. How is the business structured? If partnership, LLC, or corp., the other pertinent names related to ownership along with all contact information.

6. What types of licenses does this business need?
(ATTACH copies of all existing licenses)

7. Stated reason for selling and, if different, real reason for selling.

OPERATIONAL INFORMATION

1. What days and hours the business is open?

2. How many employees, full-time, part-time, what hours, rate of pay, is there a union?

3. Who is key employee? Is he/she willing to stay on with a new owner?

4. Employee manual, if applicable.
(ATTACH)

5. Procedure manual, if applicable.
(ATTACH)

6. What is the owner's job and how many hours does he/she work?

7. Special skills the owner needs.

8. Are other family members working there; does their pay show on the P& L; are they paid at a standard rate of pay for the work they do?

9. How long has it been in business; how long has the present owner owned it?

FACILITY INFORMATION

1. Size of premises, and number of seats if applicable.

2. Monthly base rent; monthly NNN charges broken down item by item.

3. How are the NNN calculated? By percentage of total space or by percentage of rented space?

4. Structure of annual increases.

5. Lease deposit. Will this increase with a new tenant?

6. New lease or assignment.

7. Is there an assignment fee and if so, how much?

8. Lease expiration.

9. Options, how many for how long, and how is the rent calculated?

10. Are there any restrictions in the lease as to what can or cannot be sold in the business?

11. Description of shopping center, what stores and where.

12. Description of neighborhood.

13. Traffic pattern.

EQUIPMENT

1. Full equipment, furniture and fixtures list.
(ATTACH separate lists with assessed value)

2. Inventory List
(ATTACH with current and average value)

3. Any items on the premises that are not being sold with the business. Itemize on the equipment list so there is no mistake about what is being transferred with the business.

4. Any items that do not belong to the business. Will they stay or will they be returned?

5. Any items that are leased; if so, details about the lease.

6. Note condition of equipment. Does any need replacing or is not working?

FINANCIALS

1. Name and contact information of the accountant. Call the accountant to introduce Broker.

2. Tax returns and financial statements, including balance sheets.
(ATTACH)

3. Discuss all adjustments and expenses with Broker and/or accountant.

4. Break out insurance into Workers' Comp, health, auto, and premises insurance.

5. Break down cost of goods into categories, if possible.

6. Break down sales into categories, if possible.

7. Indications of seasonal flow of business.

GENERAL

- 1. Information as to any changes in environment that could affect the business positively or negatively.

- 2. Any anticipated changes in products.

- 3. Any EPA concerns to be addressed.

- 4. Any technological changes that could affect the business.

- 5. Competition, either coming or going.

- 6. If the business is a franchise, the pertinent points of the franchise agreement.

Filled out and stated by Seller:

Print Name: _____

Signature: _____

Date: _____