



Official Name of Your Corporation / Business? \_\_\_\_\_

DBA'S? \_\_\_\_\_ Employer Identification Number? \_\_\_\_\_

What type of business? \_\_\_\_\_

Your business address? \_\_\_\_\_

What City? \_\_\_\_\_ State? \_\_\_\_\_ Zip? \_\_\_\_\_ Phone# \_\_\_\_\_

Is your business a: Proprietorship? \_\_\_\_\_ Corporation? \_\_\_\_\_ (S) \_\_\_\_\_ (C) Partnership? \_\_\_\_\_

Name of President if Corporation: \_\_\_\_\_

Seller Name and Title? \_\_\_\_\_ Seller SS# \_\_\_\_\_

Home address? \_\_\_\_\_

What City? \_\_\_\_\_ State? \_\_\_\_\_ Zip? \_\_\_\_\_

Your Home Phone# \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

How long have you owned your business? \_\_\_\_\_ Year established? \_\_\_\_\_

Currently, including you how many employees work full time? \_\_\_\_\_ How many part time? \_\_\_\_\_

As Owner, how many hours do you work each week? \_\_\_\_\_

What hours is your business open? \_\_\_\_\_ Days closed \_\_\_\_\_

Is there any litigation pending on your business? \_\_\_\_\_

Is your business now, or ever been in bankruptcy? \_\_\_\_\_

Are there equipment leases to be assigned?(I.E. Copiers, Credit Card Machine etc.) \_\_\_\_\_

Are there any prepaid expenses? \_\_\_\_\_ Are there any special licenses required? \_\_\_\_\_

Are there any license, vending or franchise agreements to assign? \_\_\_\_\_

What is the reason for selling your business? \_\_\_\_\_

How much is your rent per month? \$ \_\_\_\_\_ C.A.M. \$ \_\_\_\_\_

What is your lease type? \_\_\_\_\_ Gross \_\_\_\_\_ 3 Net \_\_\_\_\_ Net \_\_\_\_\_ Percentage \_\_\_\_\_

Is your rent Fixed Rent \_\_\_\_\_ or Subject to increase \_\_\_\_\_

What is your lease expiration date? \_\_\_\_\_

Is there an option? \_\_\_\_\_ Is a new lease needed? \_\_\_\_\_ Other terms? \_\_\_\_\_

How much is the security on lease? \$ \_\_\_\_\_ How many square feet? \_\_\_\_\_

What is your landlord's name? \_\_\_\_\_ Phone Number? \_\_\_\_\_

What is your accountant's name? \_\_\_\_\_ Phone Number? \_\_\_\_\_

**ASSETS AND PRICE**

What is the value of your leasehold improvements? \$ \_\_\_\_\_

What is the Fair Market Value(Replacement Value) of your Furniture, Fixtures and Equipment included in the purchase price?  
\$ \_\_\_\_\_

What is the amount of average Inventory included in the purchase price? \$ \_\_\_\_\_

(The Promissory Note shall be adjusted accordingly by any variance in inventory amount)

How much training will you provide to the new owner? \_\_\_\_\_ days \_\_\_\_\_ hours

The non-compete time and area included is? \_\_\_\_\_ years \_\_\_\_\_ area

**PURCHASE PRICE**

What is your purchase price? \$ \_\_\_\_\_

How much down payment are you asking? \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_ Payable at \$ \_\_\_\_\_ per month for \_\_\_\_\_ months,

Including \_\_\_\_\_ % interest, Promissory note to be secured by assets of business.

Other Terms \_\_\_\_\_

Are there any obligations the purchaser can assume?

Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_ Interest \_\_\_\_\_ %

Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_ Interest \_\_\_\_\_ %

Description of Business products, services and markets served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Future Business Outlook:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Seller Signature: \_\_\_\_\_

Seller Signature: \_\_\_\_\_