INFORMATION REQUIRED TO PACKAGE YOUR BUSINESS FOR SALE

BUSINESS NAME: _____SELLERS NAME: _____

FINANCIAL

	Previous 3 yrs. Profit & Loss statements w/ balance sheets and current Year-to-Date Profit & Loss statement w/ balance sheets **signed by owner**
	Previous 3 years Federal Income Tax Returns (Federal Only), 1120, 1065, Schedule C or Partnership/LLC, **signed by owner**
	Notes to be assumed by buyer, **if applicable**

EQUIPMENT

	List of furniture, fixtures and equipment (FF&E) to be included in the sale of the business **signed by owner** (form attached)
	Equipment leases to be assumed by buyer **(if applicable)**

LEASE

	Current Lease Agreement including: Options & any Addendums
	Landlord's contact information

OTHER

	Corporate Documents: Articles of Incorporation; Minutes showing list of Officers; Please have your Corporate Book updated and ready for review
	Copy of business license and/or any other licenses required to operate the business
	Business Property Tax Statement – Form 571L **(if applicable)**
	Employment Development Department Number (EDD)
	State Board of Equalization (Seller's Permit Number)
	List of Employees or Organization Chart
	ABC License **(if applicable)**
	Franchise agreement, application, and questionnaire **(if applicable)**
	A brief description, including product line, area the company services, typical customer(s), areas that can be expanded and/or any other information that may help us better describe your company.

ADDITIONAL ITEMS