

FINANCIAL/DOCUMENT CHECKLIST

- ✓ Complete lists of all equipment and other assets to be included or excluded in the sale.
- ✓ Profit and loss statements, balance sheets and tax returns of the business covering the last three years or more.
- ✓ The most recent interim profit and loss statement and balance sheet.
- ✓ Real and personal property leases.
- ✓ Copies of all patents, licenses, loan documents, contracts or agreements.
- ✓ All agreements relating to employee benefits.
- ✓ Any environmental reports.
- ✓ Copies of all other documents needed to present a fair and accurate description of the business to prospective buyers.