

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.