

Selling My Restaurant

DOCUMENT CHECKLIST



FINANCIAL

Tax Return* *Last 3 years
20__
20__
20__
Profit & Loss Statement*
20__
20__
20__
Year to Date Profit & Loss Statement
Latest Balance Sheet
Balance Sheets from Dec. 31*
20__
20__
20__



BUSINESS SUMMARY

Building Data:

- Own or Lease
- Copy of Current Lease, if Leasing Building
- Plan for Building if Owned:
- Lease to new business owner?

Employee Data:

- All: Current Pay, Benefits Provided, Length of Employment, Identify Key Employees
- Salaried Managers: Name, Roles/Responsibilities
- Hourly Employees: Name, Position

Details on You:

- Roles/Responsibilities
- Reason for Selling the Business

Business Data:
Identify Software Used to Manage Business (Quickbooks, Quicken, etc)



CONTACT INFO

Attorney: Name, Email, Phone Number
CPA: Name, Email, Phone Number
Bookkeeper: Name, Email, Phone Number
Insurance Agent: Company, Name, Email, Phone Number



LEGAL

Details of All Insurance Policies:

- General Liability
- Flood
- Errors & Omissions
- Life/Key Man
- Others

List of Any Outstanding Insurance Claims
Provide Copies of Permits and Licenses
Identify Issuing Entities of Permits and Licenses
List Unique Licenses Needed for Business Operation
Identify Any Outstanding Lawsuits



FRANCHISE INFO

Territory Rights
Royalties
Marketing Fee Requirements
List Any Updates Needed for Franchise Compliance
Franchise Transfer and/or Training Fees

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