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Seller's Checklist

In order to prepare and list your business for sale, you need to gather financial, tax and asset information on your business. The following is the typical list of documents we need in order to market and sell your business. This information is also used during due diligence, the time period when the prospective buyer has the opportunity to explore their investment with their attorney and/or accountant.

- Profit and Loss Statements for the current and past 3 years
- Federal Tax Returns (Schedule C with addenda or Corporate Return)
- Copy of current lease and related documents such as assignments
- Current list of furniture, fixtures and equipment
- Copy of any franchise agreement
- Documentation of any loans against the business
- Balance Sheet for the past 2 years
- Name, address and phone numbers for:
Attorney: _____
CPA: _____
Landlord: _____
Other: _____
- Estimate of the current inventory
- Other: _____

Any information you furnish is confidential and will be disclosed only to those buyers whom we feel are qualified to purchase your business. If you have any questions or concerns about the list above, please contact us.