



Sellers To Do List

We will do everything possible to sell your business quickly, expeditiously and at the price and terms listed. We will submit all offers to you for your consideration. We will also contact you frequently to advise you on the reaction of the marketplace and what can be done to make the business more saleable.

In order to complete our file on your business and to prepare our presentation information and marketing program, we will need the following items that have been checked.

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 telephone numbers for:

Attorney: _____

CPA: _____

Other: _____

Estimate of the current inventory

Other: _____

Any information you furnish is confidential and will be disclosed only to those buyers we feel are qualified to purchase your business.

Outer Banks Business Brokers thanks you for the confidence in employing us to market your business. Please contact us right away if you have any questions or concerns now or in the future.