

BUSINESS SALE QUESTIONNAIRE

Name(s) and address of Seller: _____

If an entity, name(s) of owners and officers, registered agent and registered address: _____

Name(s) and address of Buyer: _____

If Buyer is an entity or if Buyer will organize a legal entity, then please provide the name(s) of the owners and officers and signing officer: _____

Name(s) and Address(es) of Business: _____

Type of Business: _____

Sales Price: \$ _____

Sales Price Allocation:	INVENTORY	\$ _____
	FURNITURE, FIXTURES AND EQUIPMENT	\$ _____
	COVENANT NOT TO COMPETE	\$ _____
	BUSINESS AND TRADE NAME	\$ _____
	GOODWILL	\$ _____
	ACCOUNTS RECEIVABLE	\$ _____
	REAL ESTATE	\$ _____
	VEHICLE(S)	\$ _____

Seller Financing: \$ _____ at _____ % at \$ _____ / month for _____ years

Personal Guaranty: _____

Assets Conveyed:

- All
- RE
- A/R - adjust if other than \$ _____ ? _____
- Inventory - adjust if other than \$ _____ ? _____
 - Who pays? _____
 - Maximum? _____ Minimum? _____
- Software licenses
- Vehicles: who pays transfer fees? _____
 - Other: _____

Assets Not Conveyed:

- Cash
- A/R
- Prepaids
- Other: _____

Non-Compete:

Who: _____
 Time: _____
 Area: _____
 Exceptions: _____

Any leases or debts assumed? Yes No If yes, please list:

Accrued Vacation and Sick leave? _____

How dealing with warranty work? _____

How dealing with work in progress? _____

How dealing with customer deposits? _____

Any non-refundable? Yes No _____

Any special permits, licenses, providers, or key employees? _____

Any liens to be paid off? Yes No If so, need name on the account, loan number and contact person's name and number: _____

Consultation/familiarization period? Yes No
 If so, initial time period _____ Additional time period _____

Prorations:	At Closing:	Outside Escrow:
Taxes:	_____	Taxes: _____
Insurance:	_____	Insurance: _____
Rents:	_____	Rents: _____
Work in Progress:	_____	Work in Progress: _____
Utilities:	_____	Utilities: _____
Interest:	_____	Interest: _____
Prepaid Deposits:	_____	Prepaid Deposits: _____
Yellow Pages:	_____	Yellow Pages: _____
Advertising:	_____	Advertising: _____

Escrow to insure Seller's compliance \$ _____ for _____ days (taxes and familiarization)
 Broker's Commission: \$ _____ to _____

Conditions before closing:

- Due Diligence by Buyer: # days: _____ Option Fee: \$ _____
Visit Premises? _____ Special documents to be provided? _____
- Landlord approval: New lease or assumption? _____
- Franchise approval by _____
- Third Party Lender approval by _____

Earnest Money of \$ _____ with _____

Closing at _____

Closing deadline date: _____ Financing Extension? _____

Closing costs paid by: BUYER SELLER SHARED EQUALLY

Confidentiality pre and post closing? _____

Mediation and Arbitration? _____

Notes/Comments: _____

