# **Business Plan or Business Summary**

[ ]  Executive Summary. General Description of the Company and History, Mission Statement, Services/Products, Leadership Team, # of Employees, location, high-level growth plans, and why are you Successful

[ ]  Company Description. Value Propositions you bring to the market, competitive advantages, details on customers, services, team experts and industry certifications, etc.

[ ]  Market Analysis. Industry outlook, target market, competitive research, etc.

[ ]  Organization and Management. How is your company structured and who will lead post acquisition? Will the seller stay active in the business post acquisition? If so, how long? What will role will the seller hold? Accounting software of seller. Organizational chart.

[ ]  Marketing and Sales. How do you attract and retain customers? Describe your marketing and sales strategies.

# **Financial**

[ ]  3 Years of Tax Returns and Internal/Compiled Financial Statements including Balance Sheet and Profit and Loss Statements

[ ]  Interim Financial Statement and Previous Year Comparison

[ ]  Add Backs – all discretionary, non-recurring expenses/revenues for the last 3 years with supporting documentation.

[ ]  Explanation of any significant changes in financial performance over last 3 years

[ ]  Facility Information. Leased, owned, and fair market rent (if applicable). For each location in which the company operations, please include the square footage, property type (etc. office or warehouse) and indicate whether the property is owned by an entity related to the business owner. Supporting documentation includes (1) exact amount of add-back, (2) explanation of each add-back, and (3) where it was expenses on the tax return or financial statement relied upon.

[ ]  Projection with Assumptions for 2 years. Including any business efficiencies gained through acquisition and savings.

[ ]  Personal Financial Statement and 2 years tax returns on all owners with 20% or greater ownership

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# **Purchase Agreement or Letter of Intent**

[ ]  Copy of Agreement with allocation of purchase price – fixed assets, inventory, goodwill, non-compete, stock, etc.

[ ]  Equity from Buyer (documentation on the source of equity)

[ ]  Seller Note, if applicable. Describe terms of the note

[ ]  Amount of financing requested.

[ ]  Method of how Purchase Price determined

# **Contact Information**

[ ]  Name, Phone and Email Addresses for Buyer and Seller, Attorney and Accountant

[ ]  Name, Phone and Email Address for Insurance Agent for Buyer

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# **Other**

[ ]  List of associations (include # of units, type of community (HOA, COA, Commercial, etc.) full service or financial only, revenue/month, contract date, and assigned manager

[ ]  Sample management full-service contract

[ ]  Organization documents for the Borrower