

# AT Business Group, Inc.

## Seller Checklist

Please return this page with the checked ( ) items below to facilitate the transfer of your business:

- 1) \_\_\_ Copies of Federal Income Tax returns for the business for the past 3 years.
- 2) \_\_\_ Copies of Profit and Loss Statements for the past 3 years.
- 3) \_\_\_ Monthly sales for the past 3 years.
- 4) \_\_\_ Sales Tax returns for the past year ( 4 quarters ).
- 5) \_\_\_ Interim Balance Sheet (if available)
- 6) \_\_\_ Copy of lease
- 7) \_\_\_ List of furniture, fixtures and equipment (FF&E) to be included in the sale. You do *not* need to assign values to the items on the list. Your signature below signifies that you have the right to transfer their full and marketable title, in an unencumbered manner, and that this list constitutes all those items necessary to operate the business in its normal manner.
- 8) \_\_\_ Franchise agreement (if applicable).
- 9) \_\_\_ List of all liens and notes to be paid at closing.
- 10) \_\_\_ Menu, catalogs, brochures, photos or articles about your business, if available.
- 11) \_\_\_ Completion of the BUSINESS INFORMATION SHEETS.
- 12) \_\_\_ Completion of the LISTING INFORMATION packet.
- 13) \_\_\_ Misc. \_\_\_\_\_

It is very important to receive all of the items that are checked. Please contact me if you have any questions or concerns. This information must be available to us before we can begin a marketing effort for you. Your cooperation in providing this information is appreciated and will critical in our effort to find a qualified buyer and consummate the sale of your business. Buyers, their attorneys, accountants and other advisors will insist on having this information provided to enable them to determine if they will make a purchase offer. It is understood that these are solely the seller's representations and AT Business Group, Inc. pledges discretion in its release.

I, \_\_\_\_\_ owner/partner/officer and authorized representative of the Business known as:

\_\_\_\_\_ do certify that all of the above information to be provided will be true and accurate. I agree to hold AT Business Group, Inc. harmless in the use of said information in their marketing activities.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date