



Sellers Self-Assessment Process

Write The Name of Your Business Below:

Step 3 of 5: Actions Steps You Can Take To Best Position Your Business For Sale

Complete and save a copy of this form. As you complete subsequent steps in the process, keep copies of your answers for review with your business broker. For each item listed below, please score yourself:

	Disagree			Agree
Action Steps To Best Position Your Business For Sale: Please rate yourself on the degree to which you have performed them				
Preparing your business for sale at the best price takes work. Have you done the work?				
• Have you implemented an accounting system, like Quickbooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have your accounting & financial statements been reviewed by a CPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you verified that you are current on all federal, state & local taxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you assembled 3 years of detailed records for your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you negotiated a renewal option in your lease with your landlord?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you cleaned and upgraded your facilities to their best condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you ensured that you have a current Certificate of Occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you verified that all licenses necessary for operations are current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are you prepared to sign a Covenant to not compete with the buyer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a team of advisors in place? (eg attorney, CPA, broker)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have you received the specialized counsel of a business broker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Note: Now that you have completed Step Three in this Sellers Self-Assessment Process, please retain a copy of this form. When you have fully completed Step Three, please proceed to Step Four. Should you have questions along the way, please complete a form on our website to request a consultation, or contact us in complete confidence at 520-327-4454 or at info@allenandyoung.com.