



SnapshotTM

SELLING OR TRANSFERRING A SMALL BUSINESS: COLLECTING INFORMATION

WHEN DECIDING TO SELL OR TRANSFER YOUR BUSINESS, THE VALUATOR AND ANY PROSPECTIVE PURCHASERS WILL REQUIRE A LOT OF INFORMATION ABOUT THE COMPANY TO MAKE A VALUE DETERMINATION.

Having this information collected and ready to hand over will expedite the process. Here is a checklist to help you get ready for your sale.

- ☐ Financial statements (preferably audited)
- ☐ Organizational chart
- ☐ Incorporation documents
- ☐ Product and service catalogues and other marketing materials
- ☐ Names of auditors, legal counsel and other outside advisors
- ☐ Banking agreements and details of any debt covenants
- ☐ Federal and provincial income tax returns
- ☐ Any previous valuations conducted and documentation of any offers received in the past
- ☐ Shareholder agreements
- ☐ Lease agreements
- ☐ Pension plan details where applicable
- ☐ Insurance agreements
- ☐ Stock option agreements
- ☐ Outstanding contracts
- ☐ Documentation of any legal action being taken by the company or against the company

Important Information

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