

3 SECTIONS: BUSINESS BROKERAGE SELLER'S INTAKE FORM

SECTION #1 INFORMATION REQUESTED TO CREATE VALUATION VIDEO

1. Owners full name & cell phone & email:

2. Business name & business phone & email:

3. Business street, city, county, state, zip, address:

4. Business website address (URL):

5. Business description of products or services:

6. Seller's asking price for business (excluding real estate)(We do not argue about owners value) \$

7. Are we selling any real estate (We do not argue about owners value) \$

Current financials & adjusted net:

8. **Gross sales revenue January 2020 to Current September?, October?, and November?**

9. **Add backs top line:** Any cash we can add to the gross sales revenue that did not make it into the bank or onto the P&L 2020?

10. **Add backs accounting methods:** Any Amortization, Depreciation, Interest payments, taken out as expenses we can add back as profit?

11. **Add backs business expenses that are NOT truly a business expense the new owner would NOT have:** Any expenses that were run thru the business as a business expense that your business paid that were not true **business expenses the new owner would not have?**)

12. Take total gross sales, add back #9,10,11. We need the annual adjusted net for each year.

SECTION #2 INFORMATION REQUESTED TO CREATE LISTING AGREEMENT

- #1) Seller (Corporate Name as it appears on Sunbiz.Org, if applicable):
- #2) Name of secretary or president of the corporation:
- #3) Name of appointed person to make decisions on behalf of the corporation:
- #4) Persons name whom Eric will be communicating with & cell phone:
- #5) Estimated current **used value of Furniture, Fixtures, and Equipment?**
- #6) Estimated current **value of inventory** included in this sale?
- #7) **Leasehold improvement** costs (what improvements did you build into the leased space?)\$
- #8) If your business had been previously listed please email us a copy of the listing agreement & the cancellation or expiration notices & dates.
- #9) We need to review all **franchise agreements** prior to accepting a listing.
- #10) Name, address, contact information of spouse and their percentage of the corporation they own:
- #11) Is the business relocatable? Home Based?
- #12) Advertised reason owner is willing to sell?
- #13) General physical location of business?
- #14) Please provide comments: (Maximum of 1000 characters) for your ads on separate page.
- #15) Years established? _____ Years owned? _____ Full time employees? _____ Part time employees?
- #16) Managers? _____ How many hours owner works?
- #17) Organization type: (circle one)
- | | | | | |
|-------------|---------------------|---------------------|----------------------|---------------------|
| Corp 'C' | Corp 'Sub S' | Foreign Corp 'C' | Foreign Corp 'Sub S' | Sole Proprietorship |
| Partnership | Limited Partnership | Limited Corporation | | |
- #18) Operating Days? Hours?
- #19) Type of skills/licenses required to run the business?
- #20) Monthly rent \$ Date lease expires? Square footage? Building type? Lease options?

SECTION #3 INFORMATION REQUESTED TO ANSWER BUYERS QUESTIONS AFTER LISTED

5 typed lists: F, F, E & (Include current used eBay value not new when you purchased it value.)

Inventory & leasehold improvements to the leased space:

- #1) Furniture (please provide detailed list & images) \$
- #2) Fixtures (please provide detailed list & images) \$
- #3) Equipment (please provide detailed list & images) \$
- #4) Inventory (please provide detailed list & images) \$
- #5) Leasehold improvements (please provide detailed list & images) \$
- #6) Email us all usable images depicting value to prospective buyers.
- #7) Email us your tax returns: 2020, 2019, 2018
- #8) Email us profit and loss with detailed list of add backs for each year: 2020, 2019, 2018
- #9) Email us your current lease:
- #10) Email us all marketing material (Fliers, price lists, ads, menus, letter, awards, etc.) that the business uses to promote sales.
- #11) Does the business have any government loans? How much?

CONTACT INFORMATION FOR LISTINGS

(Names, address, phone, fax, email, websites)

Seller _____

Owner _____

Partner _____

Accountant _____

Attorney _____

Landlord _____