

DUE DILIGENCE REQUEST LETTER

Listing # _____ **Business Name:** _____

The following information is requested by the Buyer from the Seller to complete due diligence. I understand that all information regarding this business for sale is provided by the Sellers or other sources and is not verified in any way by the Broker. Broker has no knowledge of the accuracy of said information and makes no warranty, expressed or implied, as to the accuracy of such information. Understanding that, I shall make an independent verification following of said information, and any additional information I may request of Seller.

I understand that this checklist may include items that do not apply to the purchase of said business or may not include every item that may be required to complete due diligence.

I agree that Broker is not responsible for the accuracy of any of the information I receive or fail to receive, and I agree to indemnify and hold Broker and its agents harmless from any and all claims or damages which may occur by reason of the inaccuracy or incompleteness of any information provided to me with respect to this business or the accompanying Real Estate. This Agreement and its representations shall survive the closing of the sale of this business and/or Real Estate.

I acknowledge receipt of this Agreement and that I have read this Agreement carefully and fully understand it. This agreement shall be binding on the Buyers' successors, heirs and assigns.

Date: _____

Buyer #1 Signature _____ **Seller #1 Signature** _____

Buyer #2 Signature _____ **Seller #2 Signature** _____

DATE REQUESTED	SUBJECT	DATE RECEIVED
	List of Furniture, Fixtures & Equipment (Schedule A)	
	Current year's profit/loss - to end of most recently completed month	
	Current year's balance sheet	
	Prior 3-5 year's profit/loss	
	Prior 3-5 year's balance sheets	
	Prior 3-5 year's tax returns	
	Prior year's Bank deposits, bank statements and check registers	
	Monthly sales tax reports as needed for last 12 month's	
	Sellers Disclosure Statement	
	Prior year's payroll schedule, personnel policies and payroll records	
	All operational policies, forms and manuals	
	A of applicable insurance policies (business, health, workman comp etc)	
	Review condition of all equipment, FF&E list and equip. leases	
	Franchise Monthly Report (as applicable)	
	Copies of last 3 months credit card sales	
	Sales by month for last 3 years	
	Copy of Lease	

