

Selling a Business

Document Checklist

Just getting started? Here is a list of documents to prepare when selling your business. [Read Full Guide](#)

Before getting an appraisal its important to prepare your documents

Financial

This information is usually prepared by your account and should include up to 3 years of information including the current year.

- Profit and loss statements
- Balance sheet
- Tax Records (BAS, PAYG, NOA)
- Depreciation schedule
- Bank loans and outstanding debts

Operational

Documents related to the operation of your business.

- ABN, ACN and GST details
- Licenses and registrations
- Lease agreements
- Employment agreements
- Supplier lists
- Distributer lists
- Client lists
- Franchise agreement (if app.)
- Training manuals
- Ownership structure and contact information.

Assets

Details of the assets that will be included in the sale (Incl. any lease and loan information).

- Equipment details such as;
 - Machinery
 - Vehicles
 - Computers and software
 - Office equipment e.g. telephones
- Stock list
- Furniture and fittings
- IP, Copyrights and Trademarks
- Land titles
- Website and online presence



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