



## SELLER BUSINESS INFORMATION

The following information will be used in the sale and marketing of your business. The information must be true, accurate, and complete. The Broker will consider this information to be **confidential** and will not release any portion of the information gathered without the written permission of the Seller. Prospective Buyers will also maintain the same level of confidentiality. They will be required to sign a **Non-Disclosure Agreement** before obtaining any information.

Legal Business Name: \_\_\_\_\_

Doing Business as: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Franchise: Y \_\_\_ / N \_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Number of Locations: \_\_\_\_\_ Employees: FT \_\_\_ PT \_\_\_ Owner: FT / PT

Year Business Established: \_\_\_\_\_ Length of Time by Current Owner: \_\_\_\_\_

Building Size: \_\_\_\_\_ Leased \_\_\_ Owned \_\_\_ part of the sale? Y / N

Days Open: \_\_\_\_\_ Days Closed: \_\_\_\_\_ Hours: \_\_\_\_\_

Reason for Selling: \_\_\_\_\_

Type: C- Corp \_\_\_ / S-Corp \_\_\_ / DBA \_\_\_ / Partnership \_\_\_ / LLC \_\_\_ / Sole Prop \_\_\_

## CONTACT INFORMATION

Owner's Name: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Call: Y \_\_\_ / N \_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ Call: Y \_\_\_ / N \_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_ Call: Y \_\_\_ / N \_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Call: Y \_\_\_ / N \_\_\_

Owner's E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Location: Plaza \_\_\_ / Mall \_\_\_ / Residential \_\_\_ / Other \_\_\_\_\_

**When Property is leased:**

Lease Expiration Date: \_\_\_\_\_

Option: Y \_\_\_ / N \_\_\_ (if yes, for how long) \_\_\_\_\_)

Monthly Payment: \$ \_\_\_\_\_ CAM \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Is Lease assignable? Y \_\_\_ / N \_\_\_ Estimated Lease Renewal Rate Rise % \_\_\_\_\_

**When Property is involved in Sale:**

Assessed Value: \$ \_\_\_\_\_ R/E Taxes: \$ \_\_\_\_\_ per year

Appraised Value: \$ \_\_\_\_\_ Date of Last Appraisal: \_\_\_\_\_

Mortgage on Property: Y \_\_\_ / N \_\_\_ Assumable: Y \_\_\_ / N \_\_\_

Holder: \_\_\_\_\_

Balance of Mortgage: \$ \_\_\_\_\_ Remaining Term: \_\_\_\_\_ years

Rate of Interest: \_\_\_\_\_ % Monthly Payment: \$ \_\_\_\_\_

Land Size: \_\_\_\_\_ acres Plot Plan Available: Y \_\_\_ / N \_\_\_

Building Size: \_\_\_\_\_ sq. ft. Zoning: \_\_\_\_\_

Type of Construction \_\_\_\_\_

Type of Heating System: \_\_\_\_\_

Type of Electrical System: 110 \_\_\_ volts / 220 \_\_\_ volts / \_\_\_ phase

A/C System: Y \_\_\_ / N \_\_\_

Type of Rental Unit(s): \_\_\_\_\_

Monthly Rent(s): \$ \_\_\_\_\_

Length of Lease(s): \_\_\_\_\_

Other Information: \_\_\_\_\_

**GENERAL & ADMINISTRATIVE EXPENSES**

Annual Sales: \_\_\_\_\_ Gross Profit Margin: \_\_\_\_\_

Net Profit: \_\_\_\_\_ Owners Cash Flow: \_\_\_\_\_

Value of Inventory: \_\_\_\_\_ FF& E Value: \_\_\_\_\_

Potential Business Asking Price: \$ \_\_\_\_\_

Owners Salary(s):\$ \_\_\_\_\_ Employee Payroll: \$ \_\_\_\_\_

Auto Expense: \$ \_\_\_\_\_ Insurance: \$ \_\_\_\_\_

Advertising: \$ \_\_\_\_\_ Liens/Leases: \$ \_\_\_\_\_

Bank Charges: \$ \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Equipment Rental: \$ \_\_\_\_\_ License/ Fees: \$ \_\_\_\_\_

Interest: \$ \_\_\_\_\_ Legal/Accounting: \$ \_\_\_\_\_

Rubbish Removal: \$ \_\_\_\_\_ Security: \$ \_\_\_\_\_

Supplies: \$ \_\_\_\_\_ Payroll Taxes: \$ \_\_\_\_\_

Telephone: \$ \_\_\_\_\_ Travel: \$ \_\_\_\_\_

Electric: \$ \_\_\_\_\_ Water: \$ \_\_\_\_\_ Oil/Gas: \$ \_\_\_\_\_

Misc. Expense: (snow removal etc.) \$ \_\_\_\_\_

Names and contact numbers of:

Lawyer: \_\_\_\_\_ Phone: \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

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**ANY ADDITIONAL INFORMATION & COMMENTS**

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**MISCELLANEOUS INFORMATION**

**Is Seller willing and able to provide the following information?**

Federal income tax returns for previous three years: Y\_\_\_ / N\_\_\_

Three year's profit and loss statements: Y\_\_\_ / N\_\_\_

Current copy of lease if applicable: Y\_\_\_ / N\_\_\_

Current list of Furniture, Fixtures, and Equipment: Y\_\_\_ / N\_\_\_

Balance sheet on your business if available: Y\_\_\_ / N\_\_\_

**Upon the sale of the business will the seller:**

Sign a non-compete clause: Y\_\_\_ / N\_\_\_ If yes, for \_\_\_\_\_ Years and \_\_\_\_\_ Miles

Train new owners: Y\_\_\_ / N\_\_\_ If yes, for how long? \_\_\_\_\_

Assist in Financing: Y\_\_\_ / N\_\_\_ If yes, offer suggested terms below:

Amount of Note \$\_\_\_\_\_ @ \_\_\_\_\_ % Interest per annum for \_\_\_\_\_ Years

When I list my Business with Alliance Business Ventures, I agree to supply Broker with all the required information.

Owner/Seller \_\_\_\_\_ Date \_\_\_\_\_

Owner/Seller \_\_\_\_\_ Date \_\_\_\_\_

Broker \_\_\_\_\_ Date \_\_\_\_\_

**Alliance Business Ventures LLC**  
2780 Middle Country Rd. Suite 211  
Lake Grove, New York 11755  
Phone: 631.285.7676 Fax: 631.285.7677

Please complete and fax to the number provided above. Thank you for choosing to work with us!

**FOR OFFICE USE**

Follow up date \_\_\_\_\_ Comments \_\_\_\_\_

Follow up date \_\_\_\_\_ Comments \_\_\_\_\_