

Documents Needed to Sell Your Business

Complete Due Diligence Checklist

Financial Documents

- Audited/reviewed financial statements (3-5 years)
- Monthly P&L and balance sheets (current year)
- Tax returns - federal and state (3-5 years)
- Accounts receivable aging report
- Accounts payable aging report
- Schedule of fixed assets and depreciation
- Bank statements (12 months)
- Line of credit agreements and loan documents
- Budget vs. actual comparisons
- Revenue by customer/product breakdown

Legal Documents

- Articles of incorporation/organization
- Bylaws or operating agreement
- Board meeting minutes
- Stock/membership ledger and certificates
- Shareholder/operating agreements
- Patents, trademarks, copyrights
- Pending or threatened litigation summary
- Insurance policies (general, D&O, E&O, etc.)

Contracts & Agreements

- Customer contracts (top 20 customers)
- Vendor and supplier agreements
- Real estate leases
- Equipment leases
- Distribution or licensing agreements
- Non-compete and non-disclosure agreements
- Joint venture or partnership agreements

Human Resources

- Employee roster with compensation details
- Organizational chart
- Employment agreements (executives)
- Employee handbook and policies
- Benefit plans (401k, health, etc.)
- Worker classification review
- Non-compete and confidentiality agreements

Operations

- List of major equipment and vehicles
- Inventory valuation and aging
- Standard operating procedures (SOPs)
- Licenses and permits
- Environmental compliance records
- Technology and software inventory
- IT infrastructure documentation

Start gathering these documents early - it speeds up the sale process significantly.