



WILTSEY

— & ASSOCIATES —

BARS & RESTAURANTS

SELLER'S CHECKLIST

- Legal Business Name
- Business Name (DBA)
- Business Address
- Contact
- Phone
- Email
- Federal ID #
- Oregon BIN #
- Copy of complete lease
- Lease assignments and addendums
- Copy of equipment leases
- Copy of business leases (ATM, POS, utilities, dishwasher, etc)
- Copy of sales contract
- Copy of underlying sales contract (s)
- Menu
- 3-year tax returns (if available)
- Current profit and loss statement
- Pictures of inside and outside the location
- Any literature to assist in selling the business
- EIDL and/or SBA underlying loan amount

****Please note, not all items are required for every business.****

When submitting documents, please scan and email them as PDF attachments (no photos, embedded files, zipped files or cloud storage please).