

# SELLER'S CHECKLIST



**WILTSEY**  
— & ASSOCIATES —  
BARS & RESTAURANTS

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

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

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

- Copy of entire lease
- Lease assignments and addendums
- Equipment list
- Copy of leases on equipment
- Copy of any leases for business: ATM, POS, utilities, dishwasher, etc.
- Copy of sales contract
- Copy of underlying sales contract
- Menu
- 3-year tax returns (if available)
- Current profit & loss statement
- List of employees and wages
- Pictures of location inside and out
- Any literature that would assist in selling the business.

Please note, all of these will not be necessary for every business.

**Wiltsey & Associates, Inc.**

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