

An aerial photograph of a city skyline, likely Austin, Texas, featuring a river, a bridge, and various skyscrapers under a blue sky with scattered clouds. The text is overlaid on the upper portion of the image.

TEXAS 
BUSINESS
Brokers

WHAT PROSPECTIVE BUYERS WILL NEED:

**Items highlighted in yellow are the documents required to perform a Business Valuation*

- 3 Years of Profits and Loss Statements:** *Include financial statements for the past three years, including the current year-to-date (Y-T-D). Ideally, these should be in a monthly Excel format with a total column.*
- 3 Years of Balance Sheets:** *Include balance sheets for the past three years, including the current Y-T-D.*
- 3 Years of Business Tax Returns:** *Include your full business tax returns (with statement pages) for the past three years.*
- List of Personal Expenses Paid Through the Business:** *Identify any personal expenses paid through the business that can be considered an “add-back,” such as personal health insurance, automobile expenses, SEP IRA or 401K contributions, etc.*
- Key Employee Information:** *Provide details on key employees, including position, salary, and length of employment.*
- Current Accounts Receivable and Payables:** *If applicable, provide the most recent accounts receivable and payables.*
- Last Calendar Year of Sales by Customer:** *If relevant, list sales by customer for the previous calendar year, especially if one customer accounts for more than 5% of revenue.*
- Inventory Value by Category:** *Provide the value of inventory, if applicable.*
- Breakdown of Recurring Revenue Streams/Contracts:** *Include a breakdown of any recurring revenue streams or contracts.*

ADDITIONAL DOCUMENTS NEEDED FOR DUE DILIGENCE

NEXT PAGE

**These items will be required once an offer/LOI (Letter of Intent) is accepted.*

DOCUMENTS NEEDED FOR DUE DILIGENCE

**These items will be required once an offer/LOI (Letter of Intent) is accepted.*

- 3 Years of Monthly Bank and Credit Card Statements:** *Provide statements for all accounts associated with the business for the past three years.*
- Y-T-D Monthly Bank and Credit Card Statements:** *Include the year-to-date monthly statements for all accounts.*
- All Contracts and Agreements:** *Submit all contracts and agreements, including lease, employee, customer, supplier agreements, etc.*
- 3 Years of Detailed Payroll Summary by Employee:** *Provide detailed payroll summaries for each employee for the past three years.*
- Y-T-D Detailed Payroll Summary by Employee:** *Include the year-to-date payroll summaries for each employee.*
- Insurance Information:** *Submit all relevant insurance documents.*
- Any License Information:** *Provide details on any licenses associated with the business.*
- Corporate Documents:** *Include articles of incorporation, by-laws, any amendments, and any other relevant corporate documents.*
- Any Intellectual Property:** *Provide details on any intellectual property owned by the business.*

Having these documents ready will help streamline the process of selling your business, ensuring a smoother transaction and speeding up the timeline to close the deal. If you have any questions, please do not hesitate to call or email us. We are here to help.