



InterMountain Business Brokers LLC  
Chris Gerard, Managing Broker  
Phone: 303-395-3800 Fax: 303-395-3801  
Email: [chris@intermountainbusinessbrokers.com](mailto:chris@intermountainbusinessbrokers.com)  
Web: [www.intermountainbusinessbrokers.com](http://www.intermountainbusinessbrokers.com)

## SELLER'S ACTION LIST

InterMountain Business Brokers has perfected the most comprehensive Business Sales Program ever developed! This has been designed and developed to sell your business quickly, confidentially and at the best possible price.

In order to put our comprehensive Business Sales Program into action, we will need the following items from you:

- Financial Statements and Balance Sheets for the past 3 years along with the most recent Year-to-Date statement.
- Tax Returns for the Business for the past 3 years.
- If applicable, a copy of your premises lease or details on the real property that is included in the sale
- A list of business assets, furniture, fixtures, equipment, vehicles, etc. along with an estimated fair, used replacement value of each item
- The value of the Inventory, at landed cost, that will be included in the Purchase Price.
- A summary of existing equipment financing and leasing agreements (if applicable)
- Copies of any Franchise Agreements, License Agreements, Dealership Agreements, Distributorship Agreements and Liquor Licensing (if applicable)

If you have any of the following information readily available please provide, if not we will review these items when we meet:

- Information on your products and services, how you market them and to whom
- Information on your industry, company history, competitors, growth potential, etc.
- Any other information that you believe would be valuable in presenting your business in the most favorable manner
- Copies of your promotional materials

The above information will be kept strictly confidential and will be only divulged to qualified buyers that have signed a Confidentiality and Non-Disclosure Agreement.