

**BUSINESS FACT SHEET**  
 (For Broker Use Only)

**Business Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Established \_\_\_\_\_ Current owner since \_\_\_\_\_ Licenses Required \_\_\_\_\_  
 Sellers Permit # \_\_\_\_\_ SSN or Fed ID# \_\_\_\_\_ EDD# \_\_\_\_\_ ABC# \_\_\_\_\_  
 Business hours \_\_\_\_\_ Seasonal changes: \_\_\_\_\_

**Corporations**

State of incorporation: \_\_\_\_\_. If business is a C-Corporation, Seller agrees to consult a tax advisor within 7 days of signing to evaluate the tax consequences of selling either the assets of the business or the stock of the corporation as those consequences can vary significantly. Transactions in the form of a stock sale are generally at lower prices than if the same business were being sold as an asset sale because the buyer assumes more risk and receives less favorable tax treatment for future income taxes.

**Lease Information**

Expiration date \_\_\_\_\_ Option(s) to extend \_\_\_\_\_ Assignable? \_\_\_\_\_ Deadline to exercise option: \_\_\_\_\_  
 Base rent \$ \_\_\_\_\_ Monthly NNN charges: CAM \$ \_\_\_\_\_ Taxes \$ \_\_\_\_\_ Insurance \$ \_\_\_\_\_ Total NNN \$ \_\_\_\_\_  
 Rent increases: C.P.I. \_\_\_\_\_ (with min \_\_\_\_\_ % & max \_\_\_\_\_ % ) Scheduled \_\_\_\_\_ or Fixed \_\_\_\_\_ Percentage rent \_\_\_\_\_ %  
 Premises size \_\_\_\_\_ sq. ft. Lot size \_\_\_\_\_ sq. ft. Security deposit \$ \_\_\_\_\_ Other charges? \_\_\_\_\_  
 Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_  
 Property manager \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_

**Personnel**

Number of owners: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
 Number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Monthly payroll expense \$ \_\_\_\_\_  
 Number of independent contractors: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Monthly contractor expense \$ \_\_\_\_\_  
 Seasonal changes to personnel: \_\_\_\_\_

Position: <b>ALL Owners, Employees &amp; Contractors</b>	Job description	Hrs/wk.	Pay rate	Employed since
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	
			\$ /	

			\$ /	
			\$ /	

See attached list for additional personnel of the business.

**Debts Assumed by Buyer** Loans, capital leases etc. assumed as partial payment of the purchase price.

Amount	Payment	Interest	To whom	Phone
\$	\$	%		
\$	\$	%		
\$	\$	%		

Undisclosed debts, loans or leases will be paid off by the seller before the close of escrow.

**Additional Information** Products or services. Breakdown of customers by market segment. Strengths and weaknesses, etc.

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This Business Fact Sheet shall be attached to and become part of the Representation Agreement dated \_\_\_\_\_. By signing below, Seller acknowledges that Broker will be providing the above information and the information contained within the Representation Agreement to prospective buyers. Seller warrants that (a) all information is complete and accurate, (b) Seller has disclosed all material facts and (c) Broker may rely upon the information without independent verification and should any representation by Seller be untrue, Seller will protect, indemnify, defend and hold Broker harmless against any claims, including any damages, liabilities, costs and attorney fees resulting from Broker's communication of any information relevant to the Business provided or approved by Seller.

Seller \_\_\_\_\_  
Date

Seller \_\_\_\_\_  
Date