



# LISTING SUPPLEMENTAL INFORMATION WORKSHEET

Supplemental Information to, and subject to the conditions of, the Listing Agreement for:

BUSINESS NAME: \_\_\_\_\_ SELLER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Listing Broker/Office: \_\_\_\_\_ SIC Code: \_\_\_\_\_ Corporation Type: \_\_\_\_\_

Asking Price:\$ \_\_\_\_\_ Down Payment: \_\_\_\_\_ Franchise: (circle one) Yes / No

Listing Office Number: \_\_\_\_\_ Listing No.: \_\_\_\_\_ Listing Agent No.: \_\_\_\_\_

Executive Summary: \_\_\_\_\_

Reason for Sale: \_\_\_\_\_

General Location: \_\_\_\_\_ Building: Seats: \_\_\_\_\_ Parking: \_\_\_\_\_ Type: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Landlord: Name \_\_\_\_\_ Contact Info: \_\_\_\_\_

# Full Time Employees: \_\_\_\_\_ # Part Time Employees: \_\_\_\_\_ # of Managers: \_\_\_\_\_ Hrs. Owner Works: \_\_\_\_\_

Organization Type: \_\_\_\_\_ # Years Established: \_\_\_\_\_ # Years Owned: \_\_\_\_\_

Skills Required: \_\_\_\_\_ Licenses Required: \_\_\_\_\_

Non-Compete Miles: \_\_\_\_\_ Training Weeks Provided: \_\_\_\_\_ Monthly Payroll:\$ \_\_\_\_\_

Non-Compete Years: \_\_\_\_\_ Training Cost: \$ \_\_\_\_\_ Lease Deposit:\$ \_\_\_\_\_

Comments: \_\_\_\_\_

### ASSETS (apply checkmark if included in asking price)

\_\_\_\_\_ Inventory \$ \_\_\_\_\_ Real Estate: Price\$ \_\_\_\_\_ What else is not included in price: \_\_\_\_\_

\_\_\_\_\_ Fur/Fix/Equip:\$ \_\_\_\_\_ Other Assets: \$ \_\_\_\_\_

\_\_\_\_\_ Accts Rcvbl:\$ \_\_\_\_\_ Liabilities: \$ \_\_\_\_\_ Eqmt. Leases: \_\_\_\_\_

\_\_\_\_\_ L/H Imp:\$ \_\_\_\_\_ Assets-Total: \$ \_\_\_\_\_ Debts/Liens:\$ \_\_\_\_\_

### LEASE

Base Rent: \$ \_\_\_\_\_ CAM/Extras:\$ \_\_\_\_\_ Sq. Ft./Dimensions: \_\_\_\_\_

Terms & Options: \_\_\_\_\_ Rent Type (Fixed/Gross %): \_\_\_\_\_ Lease Expires: \_\_\_\_\_

### INCOME

Sales Year: \_\_\_\_\_

Income Data Source: \_\_\_\_\_

Gross Sales: \_\_\_\_\_

Gross Profits: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

Net Before Tax: \_\_\_\_\_

Owners Salary: \_\_\_\_\_

Fringe Benefits: \_\_\_\_\_

Interest Expense: \_\_\_\_\_

Depreciation: \_\_\_\_\_

Other +/-: \_\_\_\_\_

Total Owner Benefits: \_\_\_\_\_

**FINANCING** **Note Amount** **Note Rate %** **# Payments** **Monthly Payment**

Non-Seller Financing \$ \_\_\_\_\_

Seller Financing \$ \_\_\_\_\_

Circle Documents Received: *Equipment List* *Income Tax Return* *Lease* *Sales Tax Return* *P&L* *Corporate Resolution*

**Seller's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Agent for Broker:** \_\_\_\_\_



**LISTING SUPPLEMENTAL INFORMATION WORKSHEET**

Supplemental Information to, and subject to the conditions of, the Listing Agreement for:

**ADDITIONAL SUPPLEMENTAL INFORMATION**

**SUPPLEMENTAL FINANCIAL**

Approx. FF & E \$ \_\_\_\_\_ What not included: \_\_\_\_\_  
Approx. Saleable Inventory \$ \_\_\_\_\_ valued at Seller's current cost.  
Inventory included in price? (circle one) Yes/No Adjust inventory difference in (circle one) Down Payment/Seller's Note

**SITE/LEASE**

Building: Seats: \_\_\_\_\_ Parking: \_\_\_\_\_  
Base Mo. Rent: \$ \_\_\_\_\_ Additional Rent (CAM, taxes, % of gross, etc.) \$ \_\_\_\_\_  
Rent is: \_\_\_\_\_ Fixed \_\_\_\_\_ % of Gross \_\_\_\_\_ Subject to increase \_\_\_\_\_ Subject to extras \_\_\_\_\_  
Additional lease information, assignability, etc. \_\_\_\_\_  
Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Deposit: \$ \_\_\_\_\_ Lease Improvements: \$ \_\_\_\_\_  
Info on Real Estate Available: \_\_\_\_\_

**OPERATIONS**

Required Special Licenses: \_\_\_\_\_  
Monthly Payroll: \$ \_\_\_\_\_  
Owner Function: \_\_\_\_\_

**DEBTS, LIENS AND EQUIPMENT LEASES**

Amount: \$ \_\_\_\_\_ Mo Pmt \$ \_\_\_\_\_ Interest \_\_\_\_\_ % Final Pmt Due \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Assumable: Yes / No  
Other Information (secured by lienholder, etc.) \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Mo Pmt \$ \_\_\_\_\_ Interest \_\_\_\_\_ % Final Pmt Due \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Assumable: Yes / No  
Other Information (secured by lienholder, etc.) \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Mo Pmt \$ \_\_\_\_\_ Interest \_\_\_\_\_ % Final Pmt Due \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Assumable: Yes / No  
Other Information (secured by lienholder, etc.) \_\_\_\_\_

**SUPPORTING DOCUMENTATION:** (\*To be provided per terms and conditions on Listing Agreement)

<u>Received</u>	<u>Requested *</u>	<u>Description</u>
_____	_____	Equipment List
_____	_____	Income Tax Return
_____	_____	Lease
_____	_____	Sales Tax Return
_____	_____	Franchise Agreement
_____	_____	P & L Prepared by: (circle one) Owner Accountant Owner

Other documents received: \_\_\_\_\_

Seller's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent for Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_