Settlement Request Data Collection Form

Information needed:

1. Copy of Letter Of Intent
2. Copy of fully ratified contract to purchase business
3. Copy of business or traders license
4. Copy of Sales Tax License
5. Contact name of Seller
6. Address where to contact Seller after the sale
7. Contact name of Buyer
8. Address where to contact Buyer after the sale
9. Legal name of entity that currently owns the business
10. Legal name of entity formed by Buyer to operate the business
11. Sale price of business
12. Earnest money deposit
13. Payment Terms  
     Business  
     Inventory
14. Are their any separate post settlement agreements to be dealt with:

Promissory Note  
 Security Agreement  
 Personal Guarantee  
 Employment Agreement  
 Non-Compete Agreement  
 Management Agreement  
 License transfers, etc

1. Equipment list to convey at time of sale
2. Inventory list to convey
3. Asset allocation including: FF&E value, Non Compete value, Continued Consulting value, Goodwill value
4. Business location-Will there be a lease assignment? If so, will we be securing the signatures at settlement or is the landlord handling it?
5. If this is a franchise transfer, will we be securing the signatures on the transfer documents or will the franchisor be doing that in advance?