



40 Stevens Road • Middlebury, CT 06762
(203) 758-2478 • (203) 565-5104 {Cell}

www.rivogroup.com

Listing Data Required From Business Sellers

(Abbreviated Data required for RCG to ascertain initial business valuation and develop marketing collateral material)

- Current YTD and Immediate three (3) years prior tax returns (Corporate or Schedule “C”)
- Current YTD and Immediate three years prior P.O.S. Summary Reports
- List of current monthly expenses
- List of current employees with associated wages and wage/bonus structure for owner(s)
- List of any clients on credit and three (3) years prior and current accounts receivable
- List of any ongoing liabilities, notes, lines of credit or the like
- Information on physical location (Rental):
 - Landlord information
 - Square footage
 - Basement, storage, office(s), other appurtenances
 - Monthly rent paid
 - Terms of lease, time left, options, etc.
- Information on FFE:
 - Business Equipment, fixtures, models, types, etc.
 - Coolers, Refrigerators, Ovens, Stoves, Other Restaurant Equipment
 - Shelving, displays, points of purchase
 - Office supplies, desks, furniture
 - Computers, POS, security, etc.
- Inventory – rough wholesale value. Audited inventory will be taken at time of closing
- Other _____

The above is intended as a guide and in no way represents the entirety of information needed to ascertain an accurate valuation in preparation for liquidation. Additional information may be required prior to accepting an offer to purchase from a potential buyer.