



Strategic Business Advisors

Due Dilligence Checklist

Preliminary Information:

- A list of the company's shareholders (and how many each owns)
- A list of all states and locations the company is allowed to do business; this includes any place they own or lease property, has employees, or does business.
- List of the company's advertising, marketing, and budget plans.
- Collect all press releases or publications from the last three years.

Real Estate Information:

- List of physical locations and copies of all real estate leases, deeds, zoning approvals, use permits, mortgages, etc.

Financial Information:

- Financial statements for the last three years
- Credit report
- Complete list of inventories (if applicable)
- Any strategic planning documents
- List of all debts owed and liabilities
- List of accounts payable/receivable

Tax Information:

- Federal and state income tax returns for the last three years.
- State sales tax information and returns for the last three years.
- Tax settlement documents for the last three years.
- Any and all tax liens.
- Audit reports
- Contact information for the CPA or accountant the company receives services from

Products and Services:

- List of all existing products/services whether they are in service or still in development stages
- Summary of complaints/warranty claims



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Employee Information:

- Description of all employee benefits (health, welfare insurance policies)
- Complete list of all employees, their salaries and bonuses for the last three years.
- Non-disclosure agreements
- Schedule of employee holiday, vacation and sick leave policies.
- Retirement or benefits plan description and procedures
- List of labor disputes and problems (harassments, worker's compensation and unemployment)

Contract Information:

- Partnership, subsidiary or joint venture agreements
- Contracts between shareholders
- Loan agreements, finance agreements, line of credit agreements.
- Installment sale agreements
- All non-disclosure or noncompetition agreements the company is a part of
- Security agreements

Customer Information:

- List of the company's largest customers (in sales) for the last three years.
- Service agreements
- List of tasks still needing to be complete for customers.
- Explanation of major customers/clients lost from the last three years.

Legal Information:

- Documentation about any liens
- Description of current legal action, and past legal action
- Contact information of the lawyer or law firm the company receives services from

Insurance Information:

- List of company's insurance claim history
- Description of company's insurance provider and their limitations.
- Contact information for insurance agent.

Physical Assets:

- Fixed assets and their locations
- Leases of equipment
- Sales and purchases of major equipment from the last three years.