



# Exit Plan Checklist

A simple, step-by-step list to help you get ready to sell your business. Tick each box as you go. Take it at your own pace.

**Please note:** this checklist is general information, not legal, tax or financial advice. Please talk with your own lawyer and accountant before you decide anything.

## 1. Your goals and timing

- ☐ Decide roughly when you would like to step away.
- ☐ Write down the price range you hope for, and the lowest you would accept.
- ☐ Decide whether you're willing to stay on for a while to train the new owner.
- ☐ Talk with your family about your plans.

## 2. Your team

- ☐ Choose a lawyer who has helped with business sales.
- ☐ Talk with your accountant about taxes on a sale, including whether an asset sale or a share sale suits you.
- ☐ Consider a business valuator if you'd like a professional value.

## 3. Your paperwork

- ☐ Last 3 years of financial statements.
- ☐ Last 3 years of business tax returns.
- ☐ A list of equipment, vehicles and stock, with rough values.
- ☐ Your lease, and whether it can be transferred to a new owner.

- ☐ Key contracts with customers and suppliers.
- ☐ Licences and permits the business needs.
- ☐ A list of staff, their roles and how long they've been with you.

#### 4. Make the business easy to take over

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- ☐ Write down how the business runs day to day.
- ☐ Make sure key customers deal with more than just you.
- ☐ Tidy up anything a buyer might worry about, such as old debts or unclear records.

#### 5. Find and check buyers

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- ☐ Get a rough value (try the free estimate on our website).
- ☐ List your business privately and free at [sellmybusinessdirect.com](https://sellmybusinessdirect.com).
- ☐ Have buyers sign a confidentiality agreement (NDA) before you share details.
- ☐ Ask serious buyers for proof of funds or a financing letter.

#### 6. Agree and close

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- ☐ Put the main points in a letter of intent, and have your lawyer review it.
- ☐ Help the buyer with their checks (due diligence).
- ☐ Have your lawyer prepare or review the purchase agreement. If land or a building is included, the lawyers handle that part.
- ☐ Plan the handover: keys, passwords, customers, suppliers and training.

#### My notes

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