



Prepare-for-Sale Checklist

Practical steps to get your business ready, ideally 1 to 3 years before you sell. Tick each one as you go.

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

Your books

- ☐ 3 years of financial statements ready
- ☐ 3 years of business tax returns ready
- ☐ Personal expenses separated from business expenses
- ☐ Bookkeeping up to date every month

Run without you

- ☐ Daily jobs written down step by step
- ☐ A trusted person or team trained on key tasks
- ☐ Key customers deal with more than just you

Paperwork

- ☐ Lease reviewed, and transfer terms checked
- ☐ Contracts reviewed and up to date
- ☐ Licences and permits current

First impressions

- ☐ Equipment repaired and maintained
- ☐ Premises clean and tidy
- ☐ Old stock cleared

Risks

- ☐ No single customer is too large a share of sales, or a plan for it
- ☐ No unresolved legal or staff issues

Your team

- ☐ Met with your accountant
- ☐ Met with a lawyer who handles business sales
- ☐ Rough value done (free estimate at sellmybusinessdirect.com/valuation)

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