



Timeline: The Steps to Sell

A typical order of steps for a private sale. Most sales take months, not weeks. Your timing may differ.

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

1 to 3 years before

Decide your goals. Tidy your books. Make the business run without you.

6 to 12 months before

Get a value. Meet your accountant and lawyer. Gather documents.

Listing

List privately and free. Answer buyer messages.

First talks

Have serious buyers sign an NDA. Share more details. Ask for proof of funds.

Letter of intent

Agree the main terms in writing. Your lawyer reviews it.

Due diligence (often a few weeks)

The buyer checks your records.

Purchase agreement

Lawyers prepare the final agreement. Any property is handled by lawyers.

Closing

Lawyers prepare a statement of adjustments for prepaid rent, deposits, inventory and similar items. Money and documents are exchanged.

Handover

Train the new owner for the agreed time.

