

## **INFORMATION CHECKLIST FOR MARKETING PACKAGE**

- Profit & Loss statements**, year to date.
- Profit & Loss statements** for \_\_\_\_ prior years.
- Federal Tax Returns** for \_\_\_\_ prior years (Corp./Sole prop. /Partnership, etc.)
- Sales Tax** (State Board of Equal.) forms/worksheets for \_\_\_\_ prior (months, quarters, years)
- Furniture, Fixtures and Equipment List.** (form provided in this package)
- Lease** - business site.
- Employee List.** (form provided in this package)
- Franchise Agreement**
- Equipment Lease** agreements, if any.
- Corporate or Partnership Resolution** to sell. (form provided in this package)
- State Board Of Equalization **(state sales tax)** #\_\_\_\_\_.
- Employment Development Department **(EDD)** #\_\_\_\_\_.
- Alcohol Beverage Control **(ABC)** #\_\_\_\_\_.
- Any **written description** of the business such as brochures, product descriptions, newspaper articles, awards, etc.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Seller understands and acknowledges that the items checked above are necessary before preparing a proper presentation package and placing the business on the market. Seller further agrees to provide, or have the above provided, in a timely manner.





## EMPLOYEE LIST

BUSINESS NAME \_\_\_\_\_ DATE \_\_\_\_\_

Employee #	Position/Duties	Hours/Week	\$/Hour	Length of Employment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
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25				
26				
27				
28				
29				
30				

\_\_\_\_\_  
Signature of Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Seller

\_\_\_\_\_  
Date

**CERTIFICATE OF RESOLUTION  
FOR AUTHORIZATION TO SELL**

I certify that:

I am the duly qualified and active (Title) \_\_\_\_\_ of (Corporation Name) \_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_ having its principal place of business at \_\_\_\_\_

The following is a true and correct copy of resolutions duly adopted by the Board of Directors and Stockholders of the Corporation at a meeting held on \_\_\_\_\_ 20\_\_\_\_.

"BE IT RESOLVED that (Name) \_\_\_\_\_, the (Title) \_\_\_\_\_, be authorized to execute any and all documents necessary for the sale of the assets of the Corporation, including listing, earnest money agreements, and purchase and sale agreements. BE IT RESOLVED further that any listing contract, earnest money agreement, or purchase and sale agreement executed by the above designated officer on behalf of the corporation prior to the adoption of resolutions is hereby ratified in its entirety."

The foregoing resolutions are in conformity with the articles of incorporation and the by-laws of the corporation, have never been modified, amended, or repealed, and are now in full force and effect.

Dated: \_\_\_\_\_, 20\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

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**CONSENT OF SPOUSE / PARTNER**

I, \_\_\_\_\_ spouse / partner of \_\_\_\_\_ do hereby consent and agree that my spouse / partner may, on my behalf, do any acts and sign any and all documents necessary and /or appropriate to sell the business known as \_\_\_\_\_, located at \_\_\_\_\_.

\_\_\_\_\_  
Signature of spouse / partner                      Date

\_\_\_\_\_  
Signature of spouse / partner                      Date