SALE-READY ESSENTIALS CHECKLIST

This is not a "to-do list" — you don't need to rewrite, reformat, or improve anything. It simply helps you see what buyers and lenders typically ask for so you can avoid delays when you decide to sell.

Section	Item	Ready	Needs Attention	Unsure	Quick Tip
1. Financial Clarity	P&Ls, balance sheets, and tax returns generally align	☐	☐	☐	Totals should roughly match. Buyers will verify; you don't need perfection, just consistency.
	AR/AP aging reports available	☐	☐	☐	Export your latest versions. No need to clean up every old invoice.
	Debt schedule / loan & lien information listed	☐	☐	☐	A simple list of loans, leases, or liens is enough. Buyers value transparency over cleanup.
2. Legal & Documentation	Operating agreement / formation docs accessible	☐	☐	☐	Keep a current copy handy — no rewriting needed.
	Key contracts assignable (customers, vendors, lease)	☐	☐	☐	Ask, "Could these transfer to a new owner?" That's enough for now.
	Business licenses & insurance current	☐	☐	☐	Check renewal dates and keep confirmation copies.
3. People & Operations	Key employees identified	☐	☐	☐	List names and roles. No full job descriptions needed.
	Payroll records / contractor agreements	☐	☐	☐	Digital or printed copies are sufficient — no reformatting.
	Basic workflow summary of "who does what"	☐	☐	☐	A quick note or bullet list. No SOPs required.
4. Assets & Obligations	Updated equipment / asset list	☐	☐	☐	One list with approximate age/condition is fine.
	Vehicle titles, loans, or leases organized	☐	☐	☐	Keep copies in one place for reference.
	Outstanding debts or liens documented	☐	☐	☐	Don't pay them off — just disclose them.
5. Transition & Confidence	Estimated handoff period in mind	☐	☐	☐	You only need a rough idea (e.g., 1–6 months).
	Personal timing preference (seasonality, lifestyle)	☐	☐	☐	Think broad: before busy season? After year-end?
	Key business records stored together	☐	☐	☐	A single folder (digital or physical) is one of the biggest time savers for diligence.