



Overnight All Required Documentation to:
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Seller Documentation Checklist

To be provided by business broker and seller

Stage One - Initial Analysis and Provide Preliminary Feedback

- Executed listing agreement between seller and broker
- Three years' business tax returns and financials (P&L's) including all schedules
- Completed seller discretionary earnings/cash flow worksheet warranted by Seller
- Background and history of the business (Complete Business Review) including reason for sale
- Additional Information may be required prior to providing preliminary feedback

At this stage we can provide you with a preliminary indication on the seller's business listing

Stage Two - Formal Pre-Qualification Issuance

- Pictures of business (interior, exterior and street scene)
- Six months' business bank statements (reflecting deposits and withdrawals)
- Independent third party evaluation
 - Provided by seller prior to pre-qualification issuance or buyer prior to closing
- Non-refundable seller-paid application fee with two (2) options for payment as follows:
 - Option 1 - \$500, Paid prior to issuing seller business listing pre-qualification letter
 - Option 2 - \$1000, Paid from the seller's net closing proceeds
- Additional information may be required prior to the issuance of a pre-qualification letter

At this stage, if all of PCG's requirements are met, we can issue a formal pre-qualification letter.

Stage Three - Subsequent Requirements To Finalize Your Package

- Executed remarketing agreement between Pendarvis Capital Group and the seller
- Executed remarketing agreement between Pendarvis Capital Group and the business broker
- Signed 4506-T form
- Any documentation related to the business, including, but not limited to:
 - Lease agreements
 - Pending litigation
 - Regulatory and compliance
- All applicable broker and state disclosures
- Interim business financials and/or YTD balance sheet (or alternative documentation)
- Landlord agreement and waiver (Pendarvis Capital form)
- Verification of seller's legal entity (articles of incorporation, partnership agreement, etc.)
- Letters of explanation addressing submission deficiencies (where applicable)
- Additional Information may be required prior to finalizing the transaction

At this stage, if all PCG requirements for the seller & buyer are met - transaction moves to closing stage

Please refer to PCG's "Acquisition Financing Program Summary" for additional underwriting details