

Acquisition file checklist

Organize the buyer, business and proposed transaction. The lender determines the actual documents and terms for the selected program.

Business / location / buyer / date prepared

Industry / purchase structure / property included / target closing

1. Document status: mark ready, pending or not applicable

Record to prepare	Status	Owner / due date
Buyer resume, ownership chart and relevant operating experience		
Buyer funds, source of equity and personal financial information		
Letter of intent / purchase agreement and purchase-price allocation		
Historical tax returns and annual financial statements requested		
Current year-to-date income statement, balance sheet and monthly results		
Bank / merchant records and revenue reconciliation		
Owner compensation, add-backs and replacement management costs		
Receivables, payables, inventory and working-capital requirement		
Customer concentration, retention, contracts and transfer permissions		
Equipment, property / lease, licenses and required approvals		
Debt balances, liens, payoff terms and proposed seller note		
Transition plan, valuation support and contingency budget		

2. Industry-specific evidence

Contractors: work in progress, job margins, receivable aging and qualified supervision. Dental: collections, provider transition, equipment and lease. Professional services: recurring clients, contracts and retention. Property-linked operations: occupancy, operating permits, site condition and capital needs.

Largest unresolved item / responsible adviser / next action

Use secure lender-approved delivery for tax returns, bank records and personal information. Do not include patient records, account numbers or Social Security numbers in an initial inquiry. Do not treat this checklist as a complete legal or regulatory review.

Build the funding plan

Enter amounts once. Separate the acquisition budget, confirmed funding sources and cash remaining after closing. Attach detail where needed.

Business / buyer / date prepared

3. Sources and uses must balance

Uses of funds	Amount	Sources of funds	Amount
Business purchase price	\$	Proposed bank / SBA loan	\$
Separate real estate purchase	\$	Proposed seller financing	\$
Closing, reports and professional costs	\$	Buyer equity contribution	\$
Equipment, repairs and buildout	\$	Other disclosed funding	\$
Initial working capital / contingency	\$	Other source / conditions	\$
A. Total uses	\$	B. Total sources	\$

A must equal B. If property or equipment is already included in the purchase price, do not add it again. Identify unapproved sources and conditions; a proposed amount is not committed financing.

4. Equity, liquidity and repayment

Item to reconcile	Amount / answer
Available buyer cash before closing / buyer contribution	\$ / \$
Cash remaining after contribution / other buyer obligations	\$ / \$
Operating cash already funded in section 3 / extra liquidity needed	\$ / \$
Accepted annual cash flow after replacement management	\$
Annual bank debt service / seller and other debt service	\$ / \$
Cash flow divided by total annual debt service / stress case	

5. Confirm these terms before relying on approval

Ask about interest and rate changes, amortization, maturity, fees, collateral, guarantees, equity, reserves, prepayment terms and funding conditions. For seller debt, confirm payments, standby, lien position and any balloon. Ask which program limits and eligibility rules apply. Document what happens if closing is delayed or revenue falls.

[Read the full acquisition checklist](#) | [Request business financing](#) | (833) 264-7776