

BUSINESS APPRAISAL FLORIDA PROCESS AND REQUIRED INFORMATION

PLEASE CALL 561-882-1331 WITH ANY QUESTIONS

**I. Initial Qualification**

- A. Brief company description and history-*We want to understand the history and the nature of your business.*
- B. Revenue and earnings (4-5 years if possible)
- C. Are company revenue and earnings stable or growing? What happened?
- D. What are your Customer Concentrations? Your Vendor Concentrations?
- E. What is the current ownership structure? Any stock sales, gifts, or purchases in the last 5 years?
- F. *Who is the audience or what is the reason for this Appraisal? Is it for tax purposes or the courts?*
- G. What are the Exiting Party's goals (if applicable)?
- H. What deal structure is Exiting Party or Client open too (if applicable)?
- I. If for a sale, will there be sufficient management continuity?

**II. Pre-Valuation Information**

- A. Current capital structure
- B. Financial Statements
  - 1. 4-5 years historical financial statements (reviewed/audited if available, or unaudited balance sheet, income statement at a minimum)
  - 2. 4-5 years historical tax returns
  - 3. Current YTD interim financial statements with comparative prior year interim period
  - 4. Quarterly summary P&L (past 3 years)
  - 5. Detailed calculation of EBITDA
- C. Revenue
  - 1. Description of major product or service categories
  - 2. Revenue by period by major product category
  - 3. Description of sales process and customer profile
  - 4. Market size; share analysis; opportunities and threats to market share
  - 5. Key competitors
  - 6. Dashboard metrics currently used to evaluate sales performance
- D. Concentrations
  - 1. Customer concentrations - List the 5 largest customers revenue amounts for the past 3 years and total of all other customers.
  - 2. Vendor concentrations - List the 5 largest vendors with amounts for the past 3 years and total of all other vendors
- E. Employees
  - 1. Headcount by function
  - 2. Brief biographies of key employee
- F. List of Facilities, Locations, websites, and collateral material
- G. List of Assets with their condition and estimated value (Excel Spreadsheet)
- H. Property Tax (if owned) or lease terms for facilities
- I. Capital expenditure expected over the next 2 years
- J. Description of any pending litigation or judgements
- K. Please provide a list of all the existing types of debt including interest rate, security, and the correspondent repayment schedules.

Please send all materials and direct all questions to:

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