

SUMMARY OF ITEMS REQUESTED

- Business tax returns for the past 3 years (Corporation: Complete Form 1120 or 1120S with itemized schedules of other expenses. LLC or Sole Proprietor: from Form 1040, provide Schedule C and related statements of other expenses.)
- Income and expense statements (Profit and Loss statements or cash flow statements) for the past 3 years (as supplement to tax returns for same 3 years). Reports for specific expense categories may also be needed (i.e. payroll, taxes, supplies, etc.).
- Year-to-date income and expense statement. (Note - We will request updated financials periodically through the listing period and again as we approach closing)
- Employee data - Prior year W2s and payroll report for the most recent pay period (social security numbers should be redacted).
- Copy of any professional agreements currently in effect (e.g. associate contracts, office sharing agreements)
- Copy of office lease (complete original lease and all addendums, if applicable). Include a floor plan if possible, or a pic of the fire escape.
- Equipment & furniture inventory by room. Specify anything that is leased and anything you wish to be excluded from the sale. (Please include make/model, age and price paid, if possible. It is not necessary to list items under \$100.00 in value.) **We can work on this together, ultimately will need an equipment appraisal.**
- Complete patient fee schedule. **I can pull at listing appointment**
- Accounts Receivable Aging Summary and Patient Credits Report (We will request updated reports before closing) **I can pull at listing appointment**
- Production by Procedure report and Production by Provider report. (Year-to-date reports and full year for prior year) **I can pull at listing appointment**

I will have sent you a link to my dropbox so you can upload financial information and other reports for your file.

The documents can also be sent by:

Email: crystal@ctc-associates.com

Fax: 480-371-1164.