

Buying Existing Operation Checklist

Evaluations	1	2	3	4	5	Notes
Location						
Appearance						
Goodwill						
Equipment Condition						
Interior Condition						
Seating						
Traffic Ingress/Egress						

Documentation Needed	Yes	No	N/A	Reason/Notes
3 years profit & loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tax Returns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lease Copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supplier List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Payroll Example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer List/Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warranties on Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advertising Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Leases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regulatory Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smallwares List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List of Service Providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List of Owners Benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Paid Taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liquor License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupational License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restaurant License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daily Sales for Six Months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Sec. of State	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inventory List - Food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Items not included in sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of deposits wanted back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	