



## **BROKER OPINION OF VALUE**

It is a requirement of Equitas Business Brokers Limited that they perform a Broker Opinion of Value, prior to entering into a Business Sale Engagement. In order to perform a Broker Opinion of Value, we will need to obtain and review the following information:

- Accountant Prepared financial Statements for the past 5 fiscal years along with the most recent interim statements.
- Monthly Revenue and Expenses (typically from company accounting system)
- Tax Returns (Corporate, HST, Payroll) for the past 5 fiscal years, plus Assessments
- Details of your premises lease or details on the real property that is included in the sale.
- A complete list of business assets, furniture, fixtures, equipment, vehicles, etc. that will be included in the Purchase Price, along with the estimated fair, used replacement value of each item.
- A summary of existing equipment financing and leasing agreements (as applicable).
- The value of the Inventory, at landed cost, that will be included in the Purchase Price.
- Details of any Franchise Agreements, License Agreements, Dealership Agreements and/or Distributorship Agreements (as applicable).

A brief history of the business to include:

- Information on your products and services, how you market them and to whom
- Information on your industry, company history, competitors, growth potential, etc.
- Any other information that you believe would be valuable in presenting your business in the most favorable manner
- Copies of your promotional materials

The above information will be kept strictly confidential and will be only divulged to qualified buyers that have signed a Confidentiality and Non-Disclosure Agreement.

At the conclusion of the Opinion of Value, we will be able to determine the Most Probable Selling Price of your business. With this information, we can advise you on the best possible Purchase Price and terms that your business will command in the current market.

# Equitas Business Brokers Limited Business Questionnaire

## I. GENERAL INFORMATION

- A. Full legal corporate name: \_\_\_\_\_  
dba or trade name: \_\_\_\_\_
- B. Business mailing address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
Business phone: \_\_\_\_\_ fax: \_\_\_\_\_
- C. Business website: \_\_\_\_\_
- D. Owner or contact name: \_\_\_\_\_
- E. Home mailing address: \_\_\_\_\_  
City \_\_\_\_\_ Prov \_\_\_\_\_ PC: \_\_\_\_\_  
Home phone: \_\_\_\_\_ fax: \_\_\_\_\_
- F. Private phone for contact purposes: \_\_\_\_\_
- G. Private e-mail address for contact purposes: \_\_\_\_\_

## II. COMPANY ORGANIZATION

- A. When was the Company founded? \_\_\_\_\_ When did the current Ownership acquire the Company? \_\_\_\_\_
- B. Is there a Buy / Sell agreement between Owners?  Yes  No, if yes, attached copy.
- C. Are there other locations, subsidiaries, or affiliated business?  Yes  No \_\_\_\_\_
- D. Is there any current or pending litigation?  Yes  No if yes, explain \_\_\_\_\_  
\_\_\_\_\_

Type of Company:  Proprietorship  Partnership  Corporation

Owners Name	Active (Y/N)	Position / Relationship	% Ownership
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### III. HUMAN RESOURCES

- A. How many employees does the business have: Total: \_\_\_\_\_ Full time: \_\_\_\_\_ Part time: \_\_\_\_\_
- B. What special training / Licensing / certifications / education is required of employees: \_\_\_\_\_  
\_\_\_\_\_
- C. Does the Company provide Employee Benefits  Yes  No \_\_\_\_\_
- D. What job functions does the Owner perform on a daily basis; \_\_\_\_\_  
\_\_\_\_\_
- E. Are there any relatives employed by the Company  Yes  No \_\_\_\_\_

### IV. NATURE OF BUSINESS

- A. Describe the Company's principal business Activity \_\_\_\_\_  
\_\_\_\_\_
- B. Are there any intangible assets used in the business, such as patents, trademarks, professional licenses, permits, franchises, distributor agreements, other intellectual property, etc.?  Yes  No If yes, explain:  
\_\_\_\_\_
- C. What are the Strengths and Weakness of the Company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Given additional resources, what is the best way to grow the Company: \_\_\_\_\_  
\_\_\_\_\_
- E. Does the Company have any exclusive distributions rights:  Yes  No \_\_\_\_\_
- F. What unique feature about the products / services attracts customers? Why do customers buy?  
\_\_\_\_\_

G. How many customers does the business have? \_\_\_\_\_

H. This year, will any individual customers account for more than 10% of revenue?  Yes  No

I. Does the Company have any recurring revenue?  Yes  No

J. What is the dollar value of the Company's average Sale? \_\_\_\_\_

K. What percent of business is to existing customers? \_\_\_\_\_

L. Does the Company have its own brands?  Yes  No \_\_\_\_\_

M. Who are the industry leaders in your market place? \_\_\_\_\_

N. Are there industry Companies that are expanding Nationally  Yes  No \_\_\_\_\_

## V. FACILITIES

A. Business Facility:

1. What is the total square footage? \_\_\_\_\_ How much land is occupied? \_\_\_\_\_

2. Is the real estate owned by the company, its shareholders or their families?  Yes  No by \_\_\_\_\_

3. If the business or its shareholders or their families own the real estate, what is:

Market value: \_\_\_\_\_ Debt: \_\_\_\_\_ Equity: \_\_\_\_\_

Current Monthly rent: \$ \_\_\_\_\_ Market rent: \_\_\_\_\_

4. Is the property included in the sale  Yes  No \_\_\_\_\_

5. If the building is leased, what is:

a. Lease Payment: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Market Lease: \_\_\_\_\_

## VI. MARKETING INFORMATION

**Please attach copies of the company's marketing materials.**