



Seller's Documentation Checklist

Prepare for Your Initial Evaluation

- Current year-to-date factory statements and same month prior year
- Last three year-end statements (12th and 13th month)
- If applicable, 13th month adjustments
- Current real estate evaluation (most recent appraisal available)
- Detail of net additions and deductions in the other income portion of the dealer statements
- New and used "packs" and where they are booked
- Hard or soft add to vehicles
- Management fees
- DMS system
- Any "for life" programs, e.g., tires, transmissions, etc.
- Estimated deferred maintenance costs
- Any expenses that will not survive closing ("add-backs"), e.g. personal expenses packs not reported on the statements, family members not working for the dealership after closing, etc.
- Dealership operations income that is not reported on factory statements, E.g., income runs *through* management companies or offshore income, passing directly to shareholders via 1099 or K-1

This information is for internal evaluation purposes. Without the dealer's express permissions, no information will be shared with anyone outside the firm.