



**BUSINESS SALE
REQUIRED DOCUMENTATION CHECKLIST**

Agent: _____ Business Name: _____

The following items must be turned in to the File Auditor AS SOON AS YOU WRITE UP AN OFFER:

- BPA – Business Purchase Agreement
- Deposit Check or money order made payable to Professional Realty – NO CASH!!
- Check Hold Authorization

The following forms may be turned in together upon close of escrow:

Turn in fully executed copies of the following:

- BPA –Business Purchase Agreement
- List of Assets included in Sale
- New Lease or any Lease Assignments
- BDS – Business Disclosure Statement
- Final Walk-Thru Form
- SCO/BCO/SMCO – Counter Offer(s), if any

Obtain the following from the escrow company:

- Receipt for Deposit
- Copy of Escrow Instructions & Amendments
- Closing Statement (HUD-1) and Commission Check

**ALL ITEMS MUST BE TURNED IN FULLY EXECUTED AND PROPERLY DATED
PRIOR TO ISSUANCE OF COMMISSION CHECK!!**