Probiz
FINANCE

BUSINESS BUYER'S GUIDE

Buying a Business? Your Document Checklist

A simple listofwhat togatherbeforeyou buy a businessinAustralia — so your accountant, lawyerandfinance broker haveeverythingthey need.

Your document-gathering checklist for buying a business

PREPARED BY
Probiz Finance

FOR
Business Buyers

KEEP IT
On file · Anytime

What this checklist is for

Buying a business means checking a lot before you sign. This checklist tells you exactly **what documents and information to gather**, section by section, so nothing important is missed and your deal can move quickly.

Work through it at your own pace, tick each item as you collect it, and keep this on file for every deal you look at.

> **How to use it:** Request each item from the seller in writing and tick it off as it comes in. A complete, well-organised document pack makes the rest of the process faster and smoother.

HOW IT RUNS



Probiz FINANCE



01

The Business & The Deal

What is actually being sold — and on what terms.

- [ ] **Sale details** — Asking price, and a written list of what's included and excluded.
- [ ] **Deal structure** — Whether it's an asset sale or a share sale.
- [ ] **Reason for sale** — The seller's stated reason for selling.
- [ ] **Special terms** — Any vendor finance, earn-out or deferred-payment arrangement.
- [ ] **Settlement** — Proposed settlement date and handover/training period.

Probiz FINANCE



02

Financials

Thefinancialrecordsto collect.

- [ ] **Financial statements** — Last 3 years of P&L, balance sheet and cash flow, plus year-to-date.
- [ ] **Tax returns & BAS** — Recent income tax returns and BAS lodgements.
- [ ] **ATO position** — Confirmation of any ATO debt, payment plan or dispute.
- [ ] **Debtors & creditors** — Aged receivables and payables report.
- [ ] **Loans & liabilities** — Details of business loans, leases and finance facilities.

Probiz FINANCE



03

Legal & Structure

Who owns it, and what's legally attached.

- [ ] **Ownership & ABN** — ASIC records, ABN/ACN, business name and company/trust structure.
- [ ] **Sale agreement** — The draft contract of sale, before signing anything.
- [ ] **Key contracts** — Supplier, customer and franchise agreements.
- [ ] **Disputes** — Any current, past or threatened legal action.
- [ ] **Intellectual property** — Ownership of business name, trademarks and domains.

Probiz FINANCE



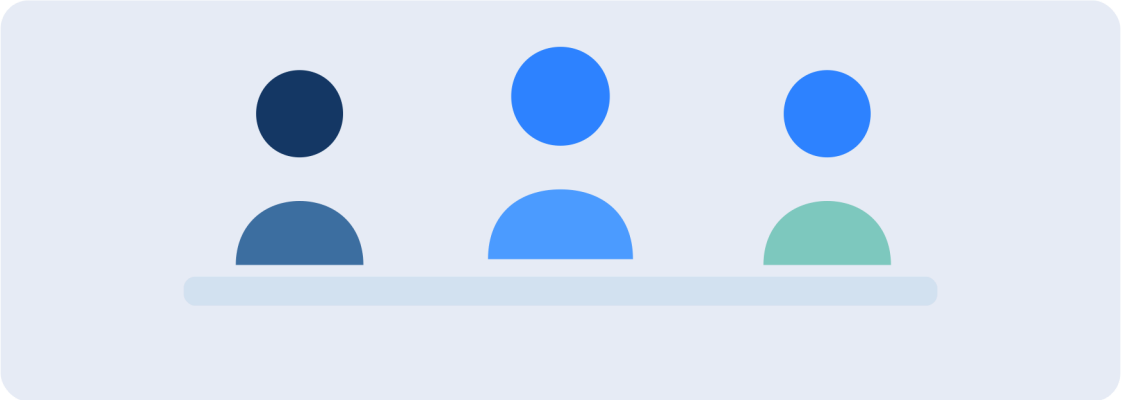
04

Licences & Permits

Everythingneededtooperate legally.

- [ ] **Industry licences** — All licences, permits and accreditations for the sector.
- [ ] **Council approvals** — Zoning, health and trading permits from the local council.
- [ ] **Transferability** — Written confirmation that licences can transfer to you.
- [ ] **Insurance** — Current policies and claims history.

Probiz FINANCE



05

People, Customers & Suppliers

The relationships that drive the revenue.

- [ ] **Employees** — Staff list with roles, pay, awards and contracts.
- [ ] **Entitlements** — Accrued annual and long service leave, and super status.
- [ ] **Top customers** — Major customer contracts and how concentrated sales are.
- [ ] **Suppliers** — Key supplier agreements, pricing and payment terms.

Probiz FINANCE



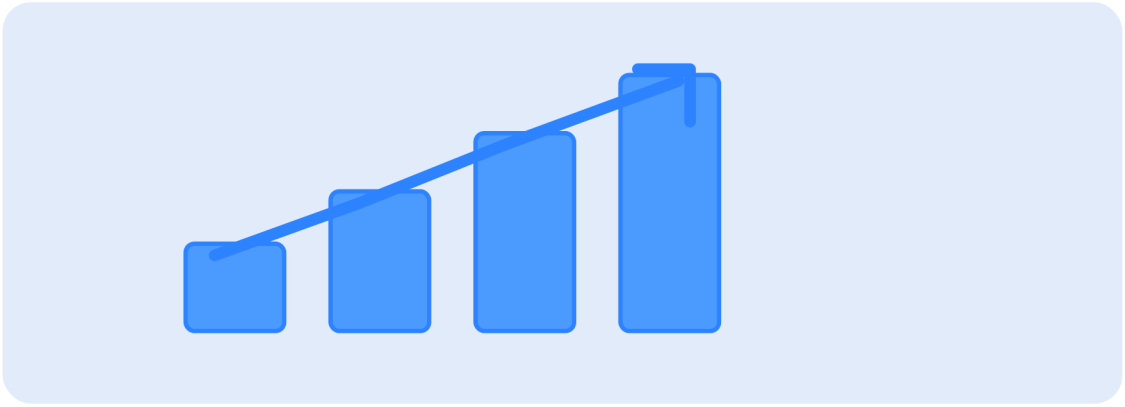
06

Assets, Stock & Operations

What keeps the business running.

- [ ] **Asset register** — Plant, equipment and vehicles — owned vs financed.
- [ ] **Stock** — Current inventory list and valuation.
- [ ] **Systems & IP** — Website, domain, software and phone numbers included in sale.
- [ ] **Lease** — Full premises lease, remaining term and renewal options.

Probiz FINANCE



07

Funding & Affordability

Whatyouneedtoworkout the funding.

- [ ] **Your contribution** — Deposit/equity available and the amount to borrow.
- [ ] **Total cost** — Purchase price plus fees, duties and setup costs.
- [ ] **Working capital** — Cash needed to run the business after settlement.
- [ ] **Security** — Assets available to support the lending.

Probiz FINANCE



08

Final Handover

Bring it all together for your advisers.

- [ ] **Documents collected** — Everything above, organised in one place.
- [ ] **Your team engaged** — Accountant, lawyer and finance broker briefed.
- [ ] **Open questions** — A short list of anything unclear or missing.

YOUR BUSINESS FINANCE PARTNER



Pooja Choudhary

Finance Broker · ProbizFinance

0415 929 728

pooja@probizfinance.com.au

probizfinance.com.au

Probiz Finance (Vizva Finance Pty Ltd T/AS Probiz Finance), Melbourne. This checklist is general information to help you organise documents — it is not legal, accounting, tax or financial advice. Please engage your own qualified advisers before committing to any acquisition.