



Seller Readiness Checklist

“Let’s make this simple.”

Selling a business is a major step — and the best outcomes happen when you prepare early. This checklist is designed to help you see your business the way a buyer will. Use it to gauge where you stand, where you’re strong, and what might need tightening up before a sale.

+ Financial Readiness - Clean, credible financials are non-negotiable

- ☐ Three full years of financial statements (ideally CPA-reviewed or prepared consistently).
- ☐ Clear separation between personal and business expenses.
- ☐ Reliable accounting system with accurate month-end closes.
- ☐ Normalized EBITDA calculated with legitimate add-backs (e.g., one-time costs, owner comp adjustments).
- ☐ Up-to-date balance sheet and AR/AP aging reports.
- ☐ Inventory accurately valued and documented.
- ☐ No major surprises in taxes, liens, or contingent liabilities.

+ Operational Readiness - Buyers pay for systems that work without the owner

- ☐ Documented standard operating procedures (SOPs) for key processes.
 - ☐ Organizational chart showing roles, responsibilities, and key staff.
 - ☐ Redundancy in operations—no single point of failure.
 - ☐ Reliable vendors and supply chain relationships in writing.
 - ☐ Up-to-date IT and cybersecurity policies.
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+ Growth Story - Your future is part of your value

- ☐ Clearly defined growth opportunities (new markets, product lines, or pricing).
 - ☐ 3-year revenue and EBITDA forecast — even directional estimates help.
 - ☐ Defined customer segments and value proposition.
 - ☐ Strong customer retention metrics and diversified customer base.
 - ☐ Marketing or sales strategy that's repeatable and measurable.
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+ People & Succession - Continuity builds confidence

- ☐ Identified and empowered second-tier management.

- ☐ Retention or incentive plans for key employees.
 - ☐ Owner transition plan — who will lead after you?
 - ☐ Documented HR files, job descriptions, and training procedures.
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+ Legal & Compliance - No one likes surprises in due diligence

- ☐ Corporate documents current and organized (LLC/Inc. filings, minutes, ownership records).
 - ☐ All key contracts and leases accessible and assignable.
 - ☐ No pending or threatened litigation.
 - ☐ Environmental, OSHA, or safety compliance up-to-date and documented.
 - ☐ All intellectual property and trademarks properly registered.
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+ Personal & Emotional Readiness - Know what comes next — for you

- ☐ Financial goals defined (after-tax proceeds, rollover equity, estate planning).
 - ☐ Discussed structure and taxes with a CPA or wealth advisor.
 - ☐ Family and partners aligned on timing and goals.
 - ☐ Mentally ready to transition from day-to-day control to advisory or retirement role.
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+Final Thought

The best time to prepare is before you decide to sell. Even six months of cleanup and planning can make a meaningful difference in valuation, buyer confidence, and how smooth the process feels.

At **Methodica Capital**, we approach every transaction with respect for what you've built. If you'd like a quick, no-pressure conversation about where your business stands, you can schedule a call here: [Book a Call](#)