

Purchase Checklist

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- Initial Pre-Qualification via Mike Phipps Finance
- Offer Accepted
- Advised Lawyer and Accountant
- Review All Costs including Stamp Duty
- Set Up Purchase / Ownership Structures
- Requested finance quotes via Mike Phipps Finance
- CVs and References for Bank, Body Corporate or Landlord
- Completed RLA Study and Applied for Licence #
- Contracts Signed
- Accountant Instructed to Complete Verification Report
- Lawyer Instructed to Complete Due Diligence
- Preferred Lender Chosen
- Loan Application Completed and Submitted
- Verification and Due Diligence Received
- Finance Approved and Letter of Offer Signed
- Applied for Liquor and Food Preparation Licences ^
- Book Removalist
- EFTPOS and Bank Accounts Arranged
- Insurance Organised (PI / PL / Contents / Business)
- Loan Security Documents Signed
- Landlord Deed of Consent Signed ^
- BC Meeting Scheduled #
- Outstanding Due Diligence Matters Finalised
- Outstanding Bank Approval Conditions Completed

General Items Checklist

- Telephone Systems Up To Date
- Computer Systems Up To Date (inc Software)
- Software User Licences
- Sinking Fund Balance #
- Intended Future Upgrades of Major Renovations
- Contracts in Place (Branding / Wholesale Bookings etc)
- General State of Repairs and Maintenance
- Equip Inc in Sale Price (Ownership and State of Repair)
- Outstanding Finance Leases on Equipment
- Letting Appointments Up To Date #
- Business Name and Web Site Domain Transfer
- Inventory Checked
- Staff Contracts and Accrued Liabilities Reviewed
- Supplier / Linen / Cleaning Contracts Reviewed
- Website Reviewed

MLR only ^ Motel only

Notes:

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Contacts

Sales Agent Name:

Telephone Number:

Solicitor Name:

Telephone Number:

Accountant Name:

Telephone Number:

Email Address:

Email Address:

Email Address: