
Exit Readiness Checklist

20 questions buyers will effectively ask about your business. Check each one that is true today. Every unchecked box is something a buyer will either discount or ask you to fix.

1. Can it run without you?

☐	If you took 30 days off starting tomorrow, sales would keep coming in.
☐	Someone other than you can run payroll, billing and collections.
☐	Your team makes day to day decisions without waiting for you.
☐	Key customer relationships are held by your team, not only by you.
☐	A manager or second in command could run things for a new owner.

2. Are your books buyer ready?

☐	You can pull three years of tax returns and P&Ls within a day.
☐	Your P&L matches your tax returns.
☐	Every personal or one time expense is labeled and documented.
☐	Income is reported; there is no unreported cash.
☐	Only one owner salary is being treated as an add back.

3. Is the business low risk to a buyer?

☐	No single customer is a large share of revenue.
☐	Revenue has been steady or growing for the last three years.
☐	How you do things is written down (processes, checklists, an owner's manual).
☐	Your lease can be assigned, or the landlord is likely to work with a new owner.
☐	Key contracts, licenses and permits are current and transferable.

4. Are YOU ready?

☐	You know what your business is worth today, and where that number came from.
☐	You know what life looks like the Monday after the sale.
☐	You know roughly what you need to net after taxes and fees.
☐	You have talked to a CPA about the tax side before signing anything.
☐	You know who will be on your exit team (CPA, attorney, wealth advisor, advisor).

Your score

Checked	What it usually means
17 to 20	You are in strong shape. A valuation now tells you what you would walk away with.
11 to 16	Sellable, but buyers will find the gaps. Most can be fixed in 6 to 18 months.
0 to 10	Start now. The fixes take time, and time is what raises your price.

Where to start: pick the one unchecked box that would hurt most if a buyer asked about it this week. Write down how it works today and hand one piece of it to someone else.

Want a second set of eyes on your answers? Book a confidential call at nexterabiz.com/book.

This checklist is general education, not legal, tax or financial advice. Score bands are a rule of thumb, not a formal assessment.