



Business Brokers

Division of Sterling Business Brokers, Inc.

PROSPECTIVE PURCHASER SCREENING QUESTIONNAIRE

DATE: _____ ASSOCIATE: _____

I. Background

- 1. Name: _____
- 2. Address: _____
- 3. Present Occupation: _____
- 4. What brought you into our office: _____
- 5. What business(es) are you interested in? _____

E-mail Address: _____
 Telephone: (O) _____
 (H) _____

II. Buyer's Information

- 1. Motivation for buying? (Security, more money, be own boss, larger operation?) _____
- 2. Previous Business Experience and/or ownership: _____
- 3. Who will assist you in your business? _____
- 4. Location preferences? a) _____ b) _____
- 5. Types of business preferred: a) _____ b) _____
- 6. Income required per month from business operations: _____

III. Investment Requirements

- 1. Money: How much cash are you thinking of investing for the down payment? _____
 Does that include closing costs and operating expenses? _____
 In what form is the money? (cash in bank, equity, SBA loan, etc) _____
- 2. Time frame: When do you want to be in business? _____
- 3. Decisions makers: Who besides you will make the buying decision? _____
- 4. Can you provide a personal financial statement? _____
- 5. Can you provide a credit report? _____

PLEASE SIGN AND DATE

Signature: _____ Date: _____

FOR OFFICE USE ONLY

IV. Buyer Education (check items covered)

- | | |
|---|------------------------------------|
| _____ 3 components of successful business | _____ Book check contingency |
| _____ Start up vs. on going business | _____ Escrow Process |
| _____ Best source of advice | _____ Inventory/Equipment/Closing |
| _____ Expectations - Down = 1 year's net | _____ Offer with deposit check |
| _____ Personal Credit Report requirement | _____ Broker customer relationship |

V. Businesses Shown

- 1) _____ 2) _____
- 3) _____ 4) _____

VI. Appointments: _____

VII. Comments: _____



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DISCLOSURE FOR THE PURCHASER

Chase Business Brokers' Agents Are Licensed By The Department of Real Estate, And Are Trained Professionals In Business Opportunity Sales. We Are Required To Adhere To Strict Regulations And Policies To Assure All Prospects Are Treated Fairly And Honestly.

- ◆ **WE SPECIALIZE IN BUSINESS OPPORTUNITY SALES:** Businesses are generally offered for sale confidentially, and are not publicly advertised. Because Chase Business Brokers specializes in Business Opportunity Sales, we are the Exclusive Agent for many Owners who wish to sell their business, but also request confidentiality. We are therefore able to provide you with information and assistance concerning business opportunities, that in most cases is not available to the general public. In doing so, we ask that you respect the need to keep any information provided to you confidential.
- ◆ **WE WILL SHOW YOU BUSINESSES AVAILABLE FOR SALE:** Our Agents will expose you to business offerings, so that you are able to develop a realistic understanding of what opportunities are available, asking price, what the Seller has represented the income and expenses to be, and any other particulars concerning the business that has been provided to us. We will introduce you to these offerings without regard to the race, creed, sex, religion, sexual preference or national origin of You or the Seller.
- ◆ **WE WILL GET YOU NECESSARY INFORMATION TO MAKE A DECISION:** We will submit your reasonable requests for additional information concerning a business opportunity to Seller(s), and deliver the same to you upon receipt.
- ◆ **WE WILL SUBMIT ALL OFFERS:** We will submit your offers as instructed by the Seller(s), and transmit all responses to you.
- ◆ **THE SELLER(S) PAY OUR COMMISSION:** If we are successful at locating a Purchaser and accomplishing a sale, we are paid a commission by the Seller(s). We are therefore obligated to act as the Seller's Agent. We are however also obligated by law and our business practices to act Fairly and Honestly in our dealings with You, and to provide and disclose to you any and all material facts known to us regarding a business offering. We adhere strictly to these regulations and policies! Occasionally, when we arrange financing through a Lender, We may be paid an additional commission or referral fee by that lender, which will not effect the borrower's rates or costs in any way.
- ◆ **WE WILL ASSIST YOU:** When required, we will assist you through the escrow process and with applications for the transfer or issuance of any licenses, leases and/or operating permits required for the business you are purchasing. We are not however qualified or trained to advise you on accounting, legal, or technical matters, and encourage you to seek the services of "qualified professionals" who are able to assist and advise you on these important matters.

We are again pleased to welcome you and wish you every success in locating and purchasing a business of your choice. We look forward to the opportunity to assist your efforts. Please sign below indicating that you have read, agree to, and have received a copy of this disclosure. Should you have any questions please do not hesitate to ask - We Are Here To Help!

PLEASE SIGN AND DATE

Prospective Purchaser

Date

Chase Business Brokers

Date



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LICENSED BROKERS

PROSPECTIVE PURCHASER'S ACKNOWLEDGEMENT & AGREEMENT

I/We, the undersigned prospective purchaser(s), hereby acknowledge receipt of Confidential Information about the business(es) described below, and agree not to talk to owner(s) or employees without an agent being present.

Table with 8 columns: NAME, ADDRESS, CITY, SIZE, RENT, PRICE, DOWN, TERMS. The table is currently empty.

This is an Agreement, please read it.

In consideration of your having provided the above information, I/we hereby agree (1) not to divulge such information to others, except to secure their advice and counsel, and (2) to conduct all further inquiry into the above opportunities through the office of CHASE BUSINESS BROKERS, which company I/we hereby acknowledge to be the broker first providing such information to me/us.

This agreement does not form any agency relationship between the prospective purchaser(s) and Chase Business Brokers, or its agents.

RECEIPT OF A COPY OF THIS ACKNOWLEDGEMENT & AGREEMENT IS HEREBY ACKNOWLEDGED.

PROSPECTIVE PURCHASER(S)

PLEASE SIGN AND DATE

Issued by CHASE BUSINESS BROKERS, as agent for the Seller.

PRINT NAME: _____

Signature: _____

Broker's Agent _____

PRINT NAME: _____

Date: _____

Address: _____

Phone No.: (925) 945-0550 • Fax: (925) 945-1745

City: _____ State: _____

Zip Code: _____

Telephone: (____) _____

E-mail Address: _____

Date: _____

DISCLAIMER: CHASE BUSINESS BROKERS, MAKES NO REPRESENTATION AS TO THE ACCURACY OR RELIABILITY OF THE INFORMATION PROVIDED BY THE SELLER(S). PROSPECTIVE PURCHASER AGREES TO SEEK INDEPENDENT VERIFICATION OF SELLER'S REPRESENTATIONS IF NECESSARY.

CHASE BUSINESS BROKERS

A division of Sterling Business Brokers, Inc.

Professional Business & Commercial Brokers Serving both Buyers and Seller

Chase Business Brokers was established to serve client needs in the sales or purchase of small and medium priced businesses and commercial property. Our Client's confidentiality is protected throughout all phases of the marketing cycle. We provide the skill necessary to market businesses & commercial property successfully and to facilitate the negotiation of the sale, including, but not limited to, the following activities.

Valuation:

Chase Business Brokers designates a target price which optimizes return to the client while establishing a realistic financing format for the buyer. The price formula is designed to meet the requirements of the client and ensure maximum safety for both the buyer and the seller throughout the financing term. A Certified Business/Property Appraiser, if necessary can determine Fair Market Value.

Packaging:

Detailed financial and or marketing profile is compiled to represent the business attractively to potential buyers with compromising the seller confidentially these professionally packaged portfolios are provided for the benefit of both the buyer and the seller and often facilitate the escrow process.

Marketing:

Our dynamic networks of experience agents employ many marketing tools to target qualified buyers who are financially capable of purchasing a specific business. Chase Business Brokers first identifies what business appeals to the prospective buyer, and then screens all potential buyers for financial strength and appeal to the prospective buyer, and then screens all potential buyers for financial strength and applicable business experience. This procedure endeavors to match buyers with the business for sale ***prior to the disclosure of any confidential information.***

Negotiation:

Chase Business Brokers is actively involved in many aspects of the sale terms and condition and the preparation of the proper documentation, which will require for the competition of the business/property transaction. When final details for the transfer of the ownership completed, our agents will refer you to the experience escrow officer. Throughout each step of the transaction, escrow and the bulk sales procedures are carefully followed to ensure all requirements of the sales agreement are implemented in a concise and thorough manner.

Fee Structure:

Consultations are free; there is no initial fee. Chase Business Broker receives payment through the escrow when the sale is complete.

Summary:

Chase Business Brokers is a highly qualified brokerage firm designed to market and sell small and medium size companies and property in an industry, such as service is not readily available. Chase Business Brokers has identified this niche and become the leading Bay Area Business Brokerage firm providing the finest service to our clientele. Our Solid reputation is exemplified by our steady flow of referrals and repeat business.

Chase Business Brokers experience agents provide superior customers service: the essential element in assisting you with the monumental decision to buy or sell your business.

Chase Business Brokers
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