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## **DOCUMENTS REQUIRED TO COMPLETE THE SALE**

### **COPIES OF THE FOLLOWING:-**

- ☐ LEASE
- ☐ DISCLOSURE STATEMENT
- ☐ TRANSFER OF LEASE ..... (if any)
- ☐ LEASE VARIATION..... (If any)
- ☐ FRANCHISE AGREEMENTS..... (If any)
- ☐ RENT STATEMENT
- ☐ BUSINESS NAME REGISTRATION
- ☐ LIQUOR LICENCE..... (If any)

### **AND:-**

- ☐ LIST OF ALL PLANT AND EQUIPMENT.....(Owned, hired or leased)
- ☐ PROFIT & LOSS..... (Up to date)
- ☐ FORM 2 (SEC 52) STATEMENT..... (For all businesses to be sold for \$450,000 or less)
- ☐ BAS STATEMENTS..... (Last four quarters)
- ☐ STAFF ROSTER..... (Weekly)
- ☐ STAFF WAGES.....(Weekly) (Hours, Rates & Gross Wages)
- ☐ SOLICITOR ..... (Firm, address, email, phone, fax and contact, Lawyer)