



## Document Checklist

### ACQUISITION, MERGER OR SUCCESSION

The underwriting process cannot begin until all of the documents listed below have been submitted to Succession Lending. Once all documents are received, 45 days to close.

#### 1. Required to Initiate Underwriting

##### Required from Buyer and Seller:

- Succession Lending Loan Application
- Succession Lending Loan Questionnaire

##### Required from Buyer/Guarantor:

- Personal Tax Returns for previous three years completed
- Business Tax Returns for previous three years completed
- Profit and Loss for most recent year
- Projected Financials for most recent year not completed (2017)
- Personal Financial Statement (must be signed and dated)— required for all guarantors (buyers)
- Investment Portfolio representative of average client or model portfolio
- Trailing Twelve Month Revenue Report broken down by product type
- Valuation (if one has been complete)
- Outside Business Activity - Previous three years tax returns

##### Required from Seller:

- Personal Tax Returns for previous three years completed
- Business Tax Returns for previous three years completed
- Trailing Twelve Month Revenue Report broken down by product type
- Valuation (if one has been completed)
- Purchase Agreement
- Seller Non-Compete/Non-Solicit
- Seller Note (if applicable)

For general inquiries,  
please contact your  
Regional Director.

Please email all documents to [martin.weber@successionlending.com](mailto:martin.weber@successionlending.com).

Our Underwriting Team is the only department with access to your documents on our secure server. Your Regional Director will not have access.