

### Confidential Buyer, Questionnaire

It is important that the seller and the broker have an understanding of the profile of the potential buyer. Confidential information on a business will be divulged to you only if your background and financial ability to purchase the business are clear. Please complete this document as accurately as possible and return to the broker.

#### **Personal Information:** (OR ATTACH YOUR CV / OR RESUME)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell or Office Phone: \_\_\_\_\_

#### **Education:**

College: \_\_\_\_\_ Major: \_\_\_\_\_ Yr Graduated: \_\_\_\_\_

Other: \_\_\_\_\_

#### **Business Experience:**

Present Occupation: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Function: \_\_\_\_\_

Previous Occupation: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Function: \_\_\_\_\_

#### **Business Interests**

Have you ever owned your own business? \_\_\_\_\_ If yes, explain

\_\_\_\_\_



How long have you been looking for a business opportunity?

---

If you have been searching for a business, what types of business did you inquire about?

---

---

Have you ever made an offer on a business? \_\_\_\_\_

What was the outcome? \_\_\_\_\_

Why are you looking for a business opportunity?

---

List three things that are most important to you about any business you might consider buying:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

In general, what area would you like the business to be located?

---

How far from your home, would you be willing to drive one way to the business?

---

Is there a specific business that you are interested in?

---

Please state the general reasons why you are interested in this business?

---

---

### Business Interest Level

Please rate the below categories on a scale of one to ten (one being of no interest 10 being of greatest interest).

Retail Store	_____	Services	_____
Convenience Store	_____	Restaurant	_____
Auto Parts/Service	_____	Manufacturing	_____
Distribution/Wholesale	_____	Construction	_____
Medical Related Business	_____	Technology	_____



Other \_\_\_\_\_

What is your period to purchase?

\_\_\_\_\_

Would you devote full time to the business?

\_\_\_\_\_

Additional information that you think may help us locate a desirable business for you:

\_\_\_\_\_

\_\_\_\_\_

Going into business for yourself is a substantial commitment for many reasons. On a scale of 1 to 10 with 10 being very committed, how committed are you to buying a business?

\_\_\_\_\_

Do you have a good source for financing a business? \_\_\_\_\_ If yes please explain:

\_\_\_\_\_

What is the down payment amount you are prepared to substantiate at the time of making an offer?

\_\_\_\_\_

Which income sources would end if you were to buy a business?

\_\_\_\_\_

What are your income expectations the first year of owning your own business?

\_\_\_\_\_

Is there any reason you might be declined a loan for a business acquisition?

\_\_\_\_\_

Would you be willing to personally guarantee any indebtedness you will incur in purchasing a business? \_\_\_\_\_

Have you ever declared bankruptcy? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Will anyone advise you in the review of business records and decisions to purchase any business?

\_\_\_\_\_

If so, please detail:

\_\_\_\_\_

**Financial Data**

(Combine for all principles to be involved in the business)



### Assets

Cash on hand and in banks	\$ _____
Notes & accounts receivable	\$ _____
Real estate                      Home	\$ _____
Other	\$ _____
Stocks bonds	\$ _____
IRA's, 401k's, retirement plans	\$ _____
Cash value of life insurance	\$ _____
Autos _____	\$ _____
	\$ _____
<b>TOTAL ASSETS</b>	<b>\$ _____</b>

### Liabilities

Total notes payable	\$ _____
Misc. accnts due others	\$ _____
Real estate mortgages	\$ _____
Automotive debt	\$ _____
Credit card debt	\$ _____
Loaned on life insurance	\$ _____
Other liabilities	\$ _____
	\$ _____
<b>TOTAL LIABILITIES</b>	<b>\$ _____</b>

**NET WORTH**                      \$ \_\_\_\_\_  
(Total assets less liabilities)

### Present Annual Income Sources

	<u>Self</u>	<u>Spouse or Partner</u>
Source of continuous	\$ _____	\$ _____
Salary	\$ _____	\$ _____
Bonuses/commissions	\$ _____	\$ _____
Dividends & interest	\$ _____	\$ _____
Real estate income	\$ _____	\$ _____
Other-itemize _____	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

**PROVIDING THIS CONFIDENTIAL INFORMATION DOES NOT OBLIGATE YOU IN ANY WAY. THE UNDERSIGNED ACKNOWLEDGES THAT THE INFORMATION AND REPRESENTATIONS PROVIDED HEREIN WILL BE RELIED UPON IN THE GRANTING OF ACCESS TO CONFIDENTIAL INFORMATION ABOUT SPECIFIC BUSINESSES AND THE UNDERSIGNED HEREBY CERTIFIES THAT SUCH INFORMATION AND REPRESENTATIONS ARE TRUE AND CORRECT UPON PERSONAL KNOWLEDGE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RETURN TO:**

ATTN:              Steve Dykstra              FAX 734-455-2120    OR EMAIL: [steve@bbfbrokers.com](mailto:steve@bbfbrokers.com)