

Valuation Document Request Checklist

The following is our preliminary data request. Please provide written answers to these questions or copies of documents which address the questions below.

- Past three to five years of financial data including income statements and balance sheets (accrual-basis)*
- Past three to five years of business tax returns (all pages of return)*
- Listing of fixed assets or depreciation schedule*
- All ownership agreements in effect (operating agreements, partnership agreements, buy/sell agreements and/or preferred share agreements)*
- Copies of any business, equipment or real estate appraisals for the company or any of its assets in the three years prior to the valuation date*
- Details of any offers to purchase the company in the three years prior to the valuation date
- A brief description of the company's history, legal structure, products and services, and business/strategic plans
- Organizational chart and management biographies as of the valuation date
- A brief description of facilities (locations, purposes, sizes in sq. ft., opening/move-in dates, anticipated closure dates) as of the valuation date
- Describe terms of any long-term debt (maturity, interest rates, amounts)
- Summary detailing prior transactions in the company's equity for the three years prior to the valuation date*
- Description of any significant pending litigation or other contingent liabilities

**these items are noted as most urgent to help the valuation mediation process continue*