

BUSINESS SALE INFORMATION SHEET

COMPANY DETAILS

1. Name of Business _____

2. Legal Status: Limited Company Registration no: _____
 Partnership
 Sole Trader

3. Date Established _____

LETTINGS DIVISION

4. Turnover for the last 12 months _____ £

5. How much of this turnover is collected
as monthly management income _____ £

6. How much of this turnover is one off income
(i.e. let only fees, tenant fees, landlord set-up
Fees and mark-ups) _____ £

7. Number of properties under management _____
Are any of the tenants claiming Housing Benefit and if so, how many? _____

8. Number of check-ins in last 12 months:
a) Fully managed contracts _____ b) Rent collection contracts _____
c) Let only contracts _____ d) Total number of check-ins _____

9. Number of landlords _____
Details of any major landlords (10 properties+) _____

10. Profit for last 12 months (excluding partner's Drawings) _____

11. Turnover for last three years _____ £
_____ £
_____ £

12. Profit for last three years _____ £
_____ £
_____ £

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PREMISES

25. Address of premises

| 26. Size: | Ground Floor | Sq ft | Upper Floors | Sq ft |
|-----------|--------------|-------|--------------|-------|
|-----------|--------------|-------|--------------|-------|

27. Do you own your premises?

28. If not, length of Lease

29. Next break clause

30. Rent per annum

NB. Please attach the last three years accounts and if possible the current year's management accounts.

| | |
|--------|--------------|
| Signed | Today's Date |
|--------|--------------|

