

Document Request List

Financial

1. Tax returns filed for the prior three years
 - a. If sole proprietor, Form Schedule C, with all relevant attached schedules, including depreciation schedules
 - b. If C Corporation, Form 1120, with all other attached forms and schedules, including depreciation schedules
 - c. If S Corporation, Form 1120S, with all other attached forms and schedules, including depreciation schedules
 - d. If Partnership, Form 1065, with all other attached forms and schedules, including depreciation schedules
2. Financial statements for the same prior three years as above
3. Interim financial statements for the current year
4. Details on all existing loans and leases of the seller, whether you will be assuming them or not. Original loan date, term, interest rate, and, if a lease, buy-out information.
5. Copies of prior year W-2s and 1099s
6. Current year payroll register, showing employee name, hourly wage or salary, date of hire, wages paid year-to-date, and position.
7. Revenue reports from veterinary software for prior three years, summarizing the following information:
 - a. Breakdown of gross revenues, subtotaled by revenue or service code. For example, office visits, lab, anesthesia, surgery, etc.
 - b. Breakdown of gross revenues, subtotaled by doctors
 - c. Rate per patient, by month
 - d. Gross collections, by month
 - e. Number of clients seen, by month
 - f. Number of new clients seen, by month
 - g. Number of procedures done, per year

Operational

8. Copy of existing lease on premises
9. Copy of fee schedule
10. List of assets being purchased
11. Estimation of value of inventory on hand
12. Copy of employment contracts with associate veterinarians