

**Business Valuation of General Contractor or Subcontractor:  
Initial Information Needs List  
(Needs to be Made Specific to Unique Issues of Actual Entity)**



**For Questions Regarding this List Contact:  
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**Company:**

**Valuation Date (Value as of):**

1. Detailed annual financial statements (accrual, if available) for the last five years to the valuation date, including balance sheets, income statements, schedules, accompanying accountant notes to statements.
2. Federal corporation income tax returns (including all schedules, and any amendments), last five years to the valuation date.
3. Latest interim and year-to-date financial statements (to valuation date), including detailed balance sheet and income statements, and for same year-to-date period of prior year.
4. Current detailed accounts receivable aging as of valuation date.
5. Current project backlog as of valuation date above. Schedule of contracts in progress, percentage complete. Schedule of completed contracts.
6. For each year end, last five years to the valuation date (if not already included as a schedule in the annual financial statements):
  - Schedule of contracts in progress, percentage complete.
  - Schedule of completed contracts.
7. Purchases by supplier (top ten largest, in dollars) for each of the two years leading up to the valuation date.
8. Budgets, forecasts or business plans or projections of any kind, if any.
9. Compensation paid each officer or shareholder and their respective family members, last five years to the valuation date, and for the year-to-date period to the valuation date.
10. Copies of the following:
  - Distributorship agreements
  - Employment agreements
  - Covenants-not-to-compete
  - Supplier and/or franchise agreements
  - Customer agreements and contracts
  - Lease on premises, if any
  - Loan agreements with banks and other financial institutions

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11. Schedule of life insurance in force on officers, shareholders, with the following information on policies covering shareholders/members/partners or officers, including:
  - Face amount of policy
  - Ownership of policy
  - Beneficiary
  - Cash value, if any, at the valuation date
  - Amount of annual premiums paid by the Company
12. Company corporation documents, including:
  - Articles of incorporation (Articles of Organization if LLC)
  - Bylaws
  - Any amendments to the above
  - Corporate minutes
  - Partnership agreement (if a partnership), Operating Agreement (if a professional limited liability company or partnership) and any associated amendments
  - All corporate or partnership documents of any kind
  - Shareholder or similar buy/sell agreements of any kind pertaining to ownership interests in the Firm
  - Options to purchase stock, rights of first refusal
  - Trust agreements
  - Other documents affecting the ownership rights of the interest being valued
  - Employment or Deferred Compensation or similar agreements of any kind
13. List of stockholders/members/partners as of the Valuation Date, including the number of shares/units/partnership interests held by class (voting, non-voting, common and preferred).
14. Information on all prior transactions in Company shares (for consideration, not gifts), including terms, purchase price, any written contracts.
15. Information on any past, current or potential future offers, plans, or consideration given to buy or sell part or all of the Company's shares or assets, even if general, or highly preliminary, currently or historically. Discussions with any possible buyer and information on any offers received.
16. Information on any related party transactions.
17. Any contingent or off-balance sheet assets or liabilities of any kind whatsoever as of the valuation date, such as:
  - Pending or threatened lawsuits
  - Regulatory compliance requirements
  - Warranty or other product liability
  - Hazardous waste/environmental
  - ERISA claims or problems
  - OSHA problems

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- Letter of credit liabilities
  - Liens or judgments of any kind
  - Guarantees by Company of any obligations
  - Off balance-sheet assets or liabilities of any kind not showing on the Company's balance sheet as of the valuation date.
18. Information on:
- Any recent, pending or possible future loss of a key product line, distributorship right, customer, supplier or financing source which might materially impact the business.
  - Any recent, pending or possible future addition of a key product line, distributorship right, customer, supplier or financing source which might materially impact the business.
  - The recent loss of key employees that might harm the business, whether through a loss of revenues, result in the establishment of a competing company, or any other material impact on the business.
  - Pending or possible acquisitions or purchases of other companies or assets, product lines, etc.
19. Copies of any existing indicators of asset values as of or near the valuation date, including latest property tax assessments and any appraisals that have been prepared including real and personal property appraisals of assets owned by the Company.
20. List of all assets/liabilities not used in the day-to-day business as of the valuation date. This might include marketable securities, cash value of life insurance, investment or excess real estate, assets held for sale or for personal use.
21. Amount of compensation paid (if any) to individuals not working in the business on a daily basis for each of the last five fiscal years leading up to the valuation date.
22. Information on any unusual or non-recurring income or expense items in the last five years leading up to the valuation date.
23. Any on any other material factor impacting (or potentially impacting) the Company, its results or value as of the valuation date.
24. Amount of non-business related expenses paid by the Company by year and type, last five fiscal years leading up to the valuation date.
25. Schedule of marketable securities held by the Company as of the valuation date with market values for each (based on the average of the high and low price that day).
26. Information on bonding capacity of Company. Information on any pending or threatened loss of bonding capacity.
27. Information on jobs/projects bonded.
28. Copies of personal guarantees of outstanding bonds.