**PURCHASE**

**EXISTING RESTAURANT CHECKLIST**

**SUMMARY:**

This checklist can be used as your tool to help you make a decision for the purchase of an existing restaurant business which you have been planning to acquire. It is important to consider all the areas of the existing restaurant business before you make your final decision to purchase one for a reasonable and advantageous price. The guide questions/statements on this checklist will greatly help you in your decision to purchase an existing restaurant business.



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| --- | --- |
| **GUIDELINES/STATEMENTS** | **COMMENTS** |
| * Proprietorship/Ownership Structure of Restaurant
* Sole Proprietorship
* Partnership
	+ General
	+ Limited
* Corporation
* Limited Liability Company
* [INSERT OTHER TYPE OR PROPRIETORSHIP/OWNERSHIP]
* [INSERT OTHER TYPE OR PROPRIETORSHIP/OWNERSHIP]
* [INSERT OTHER TYPE OR PROPRIETORSHIP/OWNERSHIP]
* Add specific details as needed
 |  |
| * Copy of the lease on the restaurant business with the following lease arrangement/options:
* [INSERT NAME/DEFINITION OF LEASE ARRANGEMENT/OPTION]
* [INSERT NAME/DEFINITION OF LEASE ARRANGEMENT/OPTION]
* [INSERT NAME/DEFINITION OF LEASE ARRANGEMENT/OPTION]
* Add specific details as needed
 |  |
| * Detailed information on the following:
* Restaurant Suppliers Information
* Restaurant Employees/Staff Information
* Contractor Information
* User Restriction Information on Restaurant Files, Documents, and Money-related storage.
* [INSERT TYPE OF RESTAURANT INFORMATION NECESSARY FOR YOU TO KNOW AS THE PURCHASER]
* [INSERT TYPE OF RESTAURANT INFORMATION NECESSARY FOR YOU TO KNOW AS THE PURCHASER]
* [INSERT TYPE OF RESTAURANT INFORMATION NECESSARY FOR YOU TO KNOW AS THE PURCHASER]
* Add specific details as needed
 |  |
| * Relevant policies that the restaurant business is adopting and implementing in its organization:
* Insurance policies
	+ Related to the Restaurant Business
	+ Related to the Employees/Staff of the Restaurant
	+ Add specific details as needed
* Health Policies
	+ Provision of Health Benefits to Employees
	+ Proper handling of sanitation and health procedures within the restaurant business premises.
	+ Add specific details as needed
* Union Policies
	+ [INSERT BRIEF DETAILS/DEFINITION ON THE UNION POLICIES THE RESTAURANT BUSINESS AND ITS EMPLOYEES/STAFF IS ADOPTING]
	+ [INSERT BRIEF DETAILS/DEFINITION ON THE UNION POLICIES THE RESTAURANT BUSINESS AND ITS EMPLOYEES/STAFF IS ADOPTING]
	+ [INSERT BRIEF DETAILS/DEFINITION ON THE UNION POLICIES THE RESTAURANT BUSINESS AND ITS EMPLOYEES/STAFF IS ADOPTING]
	+ Add specific details as needed
 |  |
| * Relevant policies that the restaurant business is adopting when it comes to accounting and finance:
* Taxation Policies
	+ Copy of the restaurant business’s tax returns for the prior [INSERT NUMBER OF PERIOD].
	+ [INSERT WHAT TAX RULE/REGULATION IS COMMON AMONG RESTAURANTS]
	+ [INSERT WHAT TAX RULE/REGULATION IS COMMON AMONG RESTAURANTS]
	+ [INSERT WHAT TAX RULE/REGULATION IS COMMON AMONG RESTAURANTS]
	+ Add specific details as needed
* Accounting Policies
	+ Fiscal Period
	+ Financial Statements of restaurant business over [INSERT NUMBER OF PERIOD].
	+ [INSERT OTHER ACCOUNTING POLICY THE RESTAURANT’S FINANCE DEPARTMENT IS INCORPORATING]
	+ [INSERT OTHER ACCOUNTING POLICY THE RESTAURANT’S FINANCE DEPARTMENT IS INCORPORATING]
	+ [INSERT OTHER ACCOUNTING POLICY THE RESTAURANT’S FINANCE DEPARTMENT IS INCORPORATING]
	+ Add specific details as needed
 |  |
| * Necessary Documents needed to be disclosed upon approval of the Seller of the Restaurant Business:
* Financial Books of the Restaurant
* Analysis Reports
	+ Gross Profit
	+ Net Profit
	+ Expense
	+ Payroll
	+ Sales
	+ Credit
	+ [INSERT OTHER AREAS OF THE RESTAURANT BUSINESS WITH WHICH AN ANALYSIS IS REPORT IS PROCURED]
	+ [INSERT OTHER AREAS OF THE RESTAURANT BUSINESS WITH WHICH AN ANALYSIS IS REPORT IS PROCURED]
	+ [INSERT OTHER AREAS OF THE RESTAURANT BUSINESS WITH WHICH AN ANALYSIS IS REPORT IS PROCURED]
* Proof of Payment of the Restaurant Business on the necessary taxes.
* Depreciation and Amortization Schedules
 |  |
| * Competition in the Market in relation to the business industry the restaurant business belongs to:
* Within the proximity of the location of the restaurant business
	+ Key Competitors
		- [INSERT NAME OF KEY COMPETITOR]
		- [INSERT NAME OF KEY COMPETITOR]
		- [INSERT NAME OF KEY COMPETITOR]
		- Add details as needed
	+ Past Competitors
		- [INSERT NAME OF PAST COMPETITOR]
		- [INSERT NAME OF PAST COMPETITOR]
		- [INSERT NAME OF PAST COMPETITOR]
		- Add details as needed
	+ Future Competitors
		- [INSERT NAME OF FUTURE COMPETITOR]
		- [INSERT NAME OF FUTURE COMPETITOR]
		- [INSERT NAME OF FUTURE COMPETITOR]
		- Add details as needed
* Within the [INSERT NAME OF STATE/COUNTY/REGION/PROVINCE].
	+ Key Competitors
		- [INSERT NAME OF KEY COMPETITOR]
		- [INSERT NAME OF KEY COMPETITOR]
		- [INSERT NAME OF KEY COMPETITOR]
		- Add details as needed
	+ Past Competitors
		- [INSERT NAME OF PAST COMPETITOR]
		- [INSERT NAME OF PAST COMPETITOR]
		- [INSERT NAME OF PAST COMPETITOR]
		- Add details as needed
	+ Future Competitors
		- [INSERT NAME OF FUTURE COMPETITOR]
		- [INSERT NAME OF FUTURE COMPETITOR]
		- [INSERT NAME OF FUTURE COMPETITOR]
		- Add details as needed
 |  |
| * Business Trends in the Market which led to the selling of the restaurant business:
* [INSERT WHAT TRENDS/CAUSES WHICH LED TO THE RESTAURANT’S OWNERS INTENT ON SELLING THE RESTAURANT]
* [INSERT WHAT TRENDS/CAUSES WHICH LED TO THE RESTAURANT’S OWNERS INTENT ON SELLING THE RESTAURANT]
* [INSERT WHAT TRENDS/CAUSES WHICH LED TO THE RESTAURANT’S OWNERS INTENT ON SELLING THE RESTAURANT]
* Add details/information as needed
 |  |
| * Business Issues/Complaints the Restaurant has faced:
* Union-related Issues
	+ [INSERT DEFINITION ON ISSUES FACED BY THE RESTAURANT IN UNIONS]
	+ [INSERT DEFINITION ON ISSUES FACED BY THE RESTAURANT IN UNIONS]
	+ [INSERT DEFINITION ON ISSUES FACED BY THE RESTAURANT IN UNIONS]
	+ Add details as needed
* Litigation
	+ Past Litigation
		- [INSERT BRIEF DETAIL ON WHAT PAST LITIGATION HAS THE RESTAURANT FACED]
		- [INSERT BRIEF DETAIL ON WHAT PAST LITIGATION HAS THE RESTAURANT FACED]
		- [INSERT BRIEF DETAIL ON WHAT PAST LITIGATION HAS THE RESTAURANT FACED]
		- Add details/information as needed
	+ Outstanding Litigation
		- [INSERT BRIEF DETAIL ON WHAT OUTSTANDING LITIGATION IS THE RESTAURANT FACING]
		- [INSERT BRIEF DETAIL ON WHAT OUTSTANDING LITIGATION IS THE RESTAURANT FACING]
		- [INSERT BRIEF DETAIL ON WHAT OUTSTANDING LITIGATION IS THE RESTAURANT FACING]
		- Add details/information as needed
* Employee/Staff Work Complaints/Issues
	+ [INSERT WHAT ISSUE/COMPLAINT IS OFTEN ATTENDED TO BY THE MANAGEMENT OF THE RESTAURANT]
	+ [INSERT WHAT ISSUE/COMPLAINT IS OFTEN ATTENDED TO BY THE MANAGEMENT OF THE RESTAURANT]
	+ [INSERT WHAT ISSUE/COMPLAINT IS OFTEN ATTENDED TO BY THE MANAGEMENT OF THE RESTAURANT]
	+ Add details as needed
* Storage Issues
	+ [INSERT NAME/DEFINITION OF STORAGE ISSUE]
	+ [INSERT NAME/DEFINITION OF STORAGE ISSUE]
	+ [INSERT NAME/DEFINITION OF STORAGE ISSUE]
	+ Add details as needed
* Waste Disposal Issues
	+ [INSERT NAME/DEFINITION OF WASTE DISPOSAL ISSUE]
	+ [INSERT NAME/DEFINITION OF WASTE DISPOSAL ISSUE]
	+ [INSERT NAME/DEFINITION OF WASTE DISPOSAL ISSUE]
	+ Add details as needed
* Government Issues
	+ [INSERT NAME/DEFINITION OF GOVERNMENT ISSUE]
	+ [INSERT NAME/DEFINITION OF GOVERNMENT ISSUE]
	+ [INSERT NAME/DEFINITION OF GOVERNMENT ISSUE]
	+ Add details as needed
 |  |
| * Relevant situations in the location of the restaurant business which may have affected its business operations:
* [INSERT SITUATION/CIRCUMSTANCE WITH WHICH ADVERSELY AFFECTED THE BUSINESS OPERATIONS OF THE RESTAURANT LEADING TO ITS OWNER’S DECISION TO SELL THE BUSINESS]
* [INSERT SITUATION/CIRCUMSTANCE WITH WHICH ADVERSELY AFFECTED THE BUSINESS OPERATIONS OF THE RESTAURANT LEADING TO ITS OWNER’S DECISION TO SELL THE BUSINESS]
* [INSERT SITUATION/CIRCUMSTANCE WITH WHICH ADVERSELY AFFECTED THE BUSINESS OPERATIONS OF THE RESTAURANT LEADING TO ITS OWNER’S DECISION TO SELL THE BUSINESS]
* Add details/information as needed
 |  |
| * [INSERT OTHER CONSIDERATIONS YOU MIGHT WANT TO ADD ON THIS CHECKLIST THAT WAS NOT MENTIONED ON THE PREVIOUS SECTIONS OF THIS CHECKLIST].
 |  |
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