



11-15 Waverley Road, Malvern East. Vic 3145
Phone: 9571 7566 Fax: 9571 7377 Email: businesses@valentines.com.au

DOCUMENTS REQUIRED TO COMPLETE THE SALE

COPIES OF THE FOLLOWING:-

- ☐ LEASE
- ☐ DISCLOSURE STATEMENT
- ☐ TRANSFER OF LEASE (if any)
- ☐ LEASE VARIATION..... (If any)
- ☐ FRANCHISE AGREEMENTS..... (If any)
- ☐ RENT STATEMENT
- ☐ BUSINESS NAME REGISTRATION
- ☐ LIQUOR LICENCE..... (If any)

AND:-

- ☐ LIST OF ALL PLANT AND EQUIPMENT.....(Owned, hired or leased)
- ☐ PROFIT & LOSS..... (Up to date)
- ☐ FORM 2 (SEC 52) STATEMENT..... (For all businesses to be sold for \$450,000 or less)
- ☐ BAS STATEMENTS..... (Last four quarters)
- ☐ STAFF ROSTER..... (Weekly)
- ☐ STAFF WAGES.....(Weekly) (Hours, Rates & Gross Wages)
- ☐ SOLICITOR (Firm, address, email, phone, fax and contact, Lawyer)