

## Georgia Business Exit Checklist

If you're planning to sell your Georgia-based business, preparation is everything. Use this checklist to guide your exit planning process. Each section includes a short explanation and space to fill in your notes or progress.

### Calculate Your SDE (Seller's Discretionary Earnings)

Your SDE is your profit plus owner compensation and non-recurring expenses. Work with your CPA or broker to determine this number for the last 3 years.

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### Remove Personal Expenses

Separate any non-business-related expenses from your P&L (e.g., personal car, travel, or meals). This helps buyers see true profitability.

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### CPA-Reviewed Financials

Ensure your profit & loss statements and balance sheets are either CPA-reviewed or prepared. This builds trust with buyers and lenders.

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## Organize Tax Returns

Gather and store the last 3 years of business tax returns. These are a requirement for most deals, especially SBA-backed ones.

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## Document Owner Compensation & Addbacks

List any expenses that benefit the owner personally (e.g., salary, insurance, memberships). Buyers adjust earnings using these numbers.

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## List of Assets and Inventory

Create a clear list of all business assets and inventory with estimated values. This may include vehicles, tools, equipment, and resale items.

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## Review Contracts

Organize all vendor, lease, and key employee contracts. Ensure terms are transferable or assignable upon sale.

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## Write a 1-Page Summary of the Business

Include the history, value proposition, customer base, growth potential, and why the business is attractive. This becomes part of the marketing package.

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## Set a Realistic Asking Price

Work with a broker to understand market multiples in your industry. Most sell for 2.0x–2.5x SDE unless there are strong growth indicators.

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## Confidentiality Plan

Plan how to inform key team members, vendors, and clients after the sale. Use NDAs and screen buyers to avoid leaks during the process.

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## Understand Your DSCR

Know your Debt Service Coverage Ratio if SBA financing is likely. Your SDE should be 1.25x or more of annual loan payments.

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## Define Your Exit Timeline

Determine when you'd like to exit and whether you're willing to stay on short-term. This affects deal terms and buyer fit.

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Tip: Businesses that plan 6–12 months ahead and work with an experienced broker typically receive stronger offers, better terms, and faster closings.

## About VR Business Sales – Atlanta

At VR Business Sales – Atlanta, we help business owners sell with clarity, confidentiality, and confidence. With over 20 years of experience and a team of experts in M&A, we specialize in guiding Metro Atlanta business owners through successful exits. Whether you're curious about value or ready to sell, we're here to help.

Learn more at [www.vrbizworld.com](http://www.vrbizworld.com) or call us at 678-470-8675.

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