Buyer due-diligence request list

Give each diligence request one period, one source and one acceptance test so you can see what remains unresolved before closing.

How to use this file

1. Ask for exports in their native format and use the same cutoff date across systems.
2. Assign a request owner and record received, reviewed and exception status separately.
3. Save individual employee and customer identifiers in your controlled room only when authorized.

Shop or transaction _____

Prepared by _____

Period and cutoff date _____

> Illustrative outline — not legal advice; have your attorney draft final documents.

Financial statements and job margin

□ Request monthly balance sheets and P&Ls for the review period, plus the trial balance for the latest closed month. Tie totals before recasting.

Owner and target date _____

Evidence or exception _____

Next action _____

□ Trace selected service and replacement invoices through job cost, collection and the ledger.

Owner and target date _____

Evidence or exception _____

Next action _____

□ List management compensation, related-party rent and personal charges separately with support.

Owner and target date _____

Evidence or exception _____

Next action _____

Members, technicians and leads

□ Ask for cohort-level renewals, billing frequency, cancellations and prepaid visits owed at the cutoff.

Owner and target date _____

Evidence or exception _____

Next action _____

□ Compare paid technician hours with billed job hours. Identify unpaid overtime exposure and callback labor separately.

Owner and target date _____

Evidence or exception _____

Next action _____

□ Pull invoices by lead source and booked job. Test whether one account controls the domain, phone number or ad account.

Owner and target date _____

Evidence or exception _____

Next action _____

Permission to operate and close

□ Request entity registrations, license classes, qualifier details and pending permits. Confirm the buyer's path with each authority.

Owner and target date _____

Evidence or exception _____

Next action _____

□ Trace fleet titles, payoff letters and conditional releases to serial numbers or VINs.

Owner and target date _____

Evidence or exception _____

Next action _____

□ List merchant financing agreements, manufacturer authorizations, leases and assignment consents with required decision dates.

Owner and target date _____

Evidence or exception _____

Next action _____