LANDMARK FINANCIAL

Exit Planning Readiness Checklist

ARE YOU READY TO SELL YOUR BUSINESS?

A Self-Assessment for Business Owners Considering an Exit in the Next 1-10 Years.
This checklist can help you evaluate how prepared you are for a future sale and identify areas that may need attention before entering the market.
Instructions: Check "Yes" if the statement accurately describes your situation today.

BUSINESS VALUE & FINANCIAL READINESS

Y

- [ ] I have a reasonable understanding of what my business is worth.
- [ ] I have obtained a formal valuation within the last three years.
- [ ] My business has consistent and predictable revenue.
- [ ] Financial statements are accurate, organized, and up to date.
- [ ] I can clearly demonstrate profitability trends to a potential buyer.
- [ ] Customer concentration does not create significant risk for the business.

Score: 0 ____/6

OPERATIONAL READINESS

Y

- [ ] My company can continue operating successfully without my daily involvement.
- [ ] Key responsibilities are documented and not dependent on one individual.
- [ ] There is a capable management team in place.
- [ ] Business processes and workflows are documented.
- [ ] Employee retention is strong among key team members.
- [ ] Major customer relationships extend beyond me personally.

Score: 0 ____/6

BUYER & TRANSITION READINESS

Y

- [ ] I have identified potential successors, buyers, or transition options.
- [ ] I understand the difference between internal and external succession options.
- [ ] I know what factors would make my business attractive to buyers.
- [ ] Contracts, agreements, and legal documents are organized and accessible.
- [ ] I have considered how I would support the transition after a sale.

Score: 0 ____/5

TAX & WEALTH PLANNING READINESS

Y

- [ ] I have discussed potential sale-tax implications with a CPA or tax professional.
- [ ] I understand that transaction structure may affect my tax outcome.
- [ ] My personal wealth is not entirely dependent on my business.
- [ ] I have a plan for investing or managing sale proceeds.
- [ ] My estate planning documents have been reviewed within the last few years.

Score: 0 /5

PERSONAL & RETIREMENT READINESS

Y

- [ ] I know how much income I will need after selling my business.
- [ ] I have estimated whether a future sale would support my retirement goals.
- [ ] I have thought about what comes next after I exit the business.
- [ ] My spouse or family understands my transition goals.
- [ ] I have a clear vision for life after the sale.

Score: 0 /5

Your Exit Planning Score

22-27 YES Answers
Exit-Ready: You have many of the foundational elements of a successful business transition in place.
Next Steps:

- Consider a formal exit plan review.
- Evaluate tax mitigation strategies.
- Prepare for buyer conversations.

15-21 YES Answers
On the Right Track: You have made progress toward preparing for an exit, but there may be opportunities on the table.
Next Steps:

- Identify the biggest gaps impacting value.
- Create a timeline for succession and transition planning.
- Establish a retirement income strategy.

0-14 YES Answers
Room to Prepare: Many business owners discover they are earlier in the planning process than expected.
Next Steps:

- Start with a business valuation.
- Organize financial and operational documentation.
- Build a long-term exit roadmap.

Want help identifying your biggest opportunities? Download your score and schedule a complimentary Exit Planning Conversation with Landmark Financial.

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