

> Informal Business Valuation Request



How does your business owner client plan for the future without knowing the value of their business?

Business Name _____

Business Owner Name _____ Date of Birth _____ Other Contact Name _____

Phone Number _____ Address _____

City/State/ZIP _____

Number of Years in Business _____ Total Number of Employees _____

Do you rent or own your office space? ☐ Rent ☐ Own

a. If Rent: Is the rent paid to an independent 3rd party? ☐ Yes ☐ No

If Yes: What is your monthly rent? _____ What is the square footage? _____

b. If Own: Is your rent paid to an entity you own or are affiliated with? ☐ Yes ☐ No

If Yes: What is your current monthly rent you are paying or receiving? _____

What would the true market level monthly rent be? _____

What is the square footage? _____ What is the estimated value? _____

What is the remaining mortgage? _____

Form of Business: ☐ Sole Proprietorship ☐ Partnership ☐ S Corp ☐ C Corp
☐ LLC ☐ Other (please describe) _____

What is your estimate of the value of your business? _____

Have you had a formal appraisal? When was it done? What was the value? _____

What percentage sales growth do you anticipate in the next three years? _____

What percentage of your sales can you expect to be there year after year without new effort? _____

What percentage of your sales comes from your top three customers? _____

What would be the impact on revenues and profits if the owner(s) leave?

☐ No impact ☐ Decline minimally ☐ Significant decline ☐ Plummet

IMPORTANT:

Attach the most recent **three** years of the following:

- Income statement/Profit and loss statement
- Balance sheet
- Company tax returns

Also, if prepared, please attach these documents:

- Cash flow statements
- Statements of owner's net
- Most recent valuation or appraisal

To receive a more complete review of the business owner's business succession needs, please use the Business Owner Factfinder (146401_0220).

The purpose of this information is to assist the business owner in the furtherance of their planning. A formal appraisal would be needed to establish the value for tax purposes or prior to a transfer.

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