

**NATIONAL REAL ESTATE BUYERS & ASSOCIATES, INC.**  
**BUSINESS NOTE BUYERS GROUP – CORPORATE OFFICE**  
**PHONE: 937-912-4500**  
**FAX: 937-318-1264**

**BUSINESS NOTE WORKSHEET**

**CONTACT INFORMATION**

DATE: \_\_\_\_\_

YOU ARE THE:    \_\_\_\_\_ NOTE SELLER    \_\_\_\_\_ NOTE BROKER/FINDER    \_\_\_\_\_ REALTOR®  
                                 \_\_\_\_\_ ATTORNEY    \_\_\_\_\_ OTHER: \_\_\_\_\_

**NOTE: BEFORE COMPLETING THIS WORKSHEET - IF YOU ARE NOT THE NOTE SELLER,  
YOU WILL BE REQUIRED TO COMPLETE & SIGN OUR  
CONFIDENTIALITY/NON-DISCLOSURE/NON-CIRCUMVENTION AGREEMENT  
PRIOR TO US EVALUATING AND/OR QUOTING**

IF YOU'RE NOT THE NOTE SELLER, ARE YOU EXPECTING A FINDERS FEE?    \_\_\_ YES    \_\_\_ NO

YOUR NAME: \_\_\_\_\_

COMPANY NAME (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELLULAR PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AT WHICH NUMBER DO PREFER TO BE CONTACTED? \_\_\_\_\_

BEST TIME TO CONTACT YOU:    \_\_\_ MORNING    \_\_\_ AFTERNOON    \_\_\_ EVENING

**ALL 3 PAGES MUST BE FAXED BACK TO 937-318-1264, OR EMAILED TO [notes@BusinessNoteBuyersGroup.com](mailto:notes@BusinessNoteBuyersGroup.com)**

**WE WILL ALSO NEED COPIES OF THE FOLLOWING DOCUMENTS TO PROPERLY EVALUATE YOUR NOTE:**

- BUSINESS SALES CONTRACT/SALES AGREEMENT
- PROMISSORY NOTE
- CLOSING/SETTLEMENT STATEMENT
- COMPLETE AMORTIZATION SCHEDULE OF P&I PAYMENTS
- SECURITY AGREEMENT OR PERSONAL GUARANTY AGREEMENT
- LEASE AGREEMENT IF BUSINESS LOCATION IS RENTED



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**BUSINESS NOTE WORKSHEET**

**BUSINESS INFORMATION**

LEGAL BUSINESS NAME: \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOW LONG IN BUSINESS? \_\_\_\_\_ AT THIS LOCATION? YES: \_\_\_\_\_ NO \_\_\_\_\_

BUSINESS LOCATION & REAL ESTATE IS: OWNED BY PAYOR \_\_\_\_\_ LEASED BY PAYOR: \_\_\_\_\_

LEASE EXPIRES \_\_\_\_\_ TERMS OF ANY LEASE RENEWAL OPTION(S): \_\_\_\_\_

**ASSET VALUE BREAKDOWN**

**FINANCIAL PERFORMANCE**

EQUIPMENT \$ \_\_\_\_\_ SALES REVENUE: \$ \_\_\_\_\_

INVENTORY \$ \_\_\_\_\_ OPERATING EXPENSES: \$ \_\_\_\_\_

REAL ESTATE \$ \_\_\_\_\_ NET OPERATING INCOME: \$ \_\_\_\_\_

LEASEHOLD IMPROVEMENTS: \$ \_\_\_\_\_ INCOME TAXES CURRENT: \_\_\_ YES \_\_\_ NO

GOODWILL \$ \_\_\_\_\_ PROPERTY TAXES CURRENT: \_\_\_ YES \_\_\_ NO

EST. VALUE OF BUSINESS: \$ \_\_\_\_\_ LIENS AGAINST BUSINESS: \_\_\_ YES \_\_\_ NO

RECENT BUSINESS APPRAISAL: \_\_\_ YES \_\_\_ NO

IS OPERATION A FRANCHISE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, HAS FRANCHISOR COMMITTED TO COOPERATE WITH NOTE BUYER IN EVENT OF FORECLOSURE/RESALE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF PAYOR IS A CORPORATION, IS THERE ALSO A CREDIT WORTHY INDIVIDUAL LIABLE FOR PAYMENTS? NO \_\_\_\_\_ YES \_\_\_\_\_ NAME \_\_\_\_\_

**SALES INFORMATION**

**DESCRIPTION OF BUSINESS/LOCATION & AREA**

DATE OF SALE: \_\_\_\_\_

SALES PRICE: \$ \_\_\_\_\_

DOWN PAYMENT: \$ \_\_\_\_\_

SELLER SECOND: \_\_\_ YES \_\_\_ NO

IF YES, AMOUNT: \$ \_\_\_\_\_

% DOWN PAYMENT BORROWED: \_\_\_\_\_ %

**NOTE INFORMATION**

NOTE AMOUNT \$ \_\_\_\_\_

AMORTIZATION TERM: \_\_\_\_\_ MONTHS

INTEREST RATE: \_\_\_\_\_ %

PAYMENT AMOUNT: \$ \_\_\_\_\_

DATE 1ST PAYMENT: \_\_\_\_\_

# OF PAYMENTS PAID: \_\_\_\_\_

# OF PAYMENTS LEFT: \_\_\_\_\_

NEXT PAYMENT DUE: \_\_\_\_\_

NOTE BALANCE: \$ \_\_\_\_\_

BALLOON PAYMENT: \_\_\_\_ YES \_\_\_\_ NO

IF YES, TERM: \_\_\_\_\_ YEARS

BALLOON DUE DATE: \_\_\_\_\_

BALLOON AMOUNT: \$ \_\_\_\_\_

**PAYOR INFORMATION**

NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PAYOR SSN/EIN: \_\_\_\_\_

EMPLOYMENT: \_\_\_\_\_

NOTE PERFORMING: \_\_\_\_ YES \_\_\_\_ NO

MONTHS BEHIND: \_\_\_\_\_

PAYOR EXPERIENCE & QUALIFICATIONS FOR RUNNING BUSINESS:

**RECORDED DOCUMENTS**

SALES CONTRACT: \_\_\_\_ YES \_\_\_\_ NO

BILL OF SALE: \_\_\_\_ YES \_\_\_\_ NO

SECURITY AGREEMENT: \_\_\_\_ YES \_\_\_\_ NO

TITLE INSURANCE: \_\_\_\_ YES \_\_\_\_ NO

PROPERTY INSURANCE: \_\_\_\_ YES \_\_\_\_ NO

CLOSING STATEMENT: \_\_\_\_ YES \_\_\_\_ NO

UCC-1 FILING: \_\_\_\_ YES \_\_\_\_ NO

AMORT. SCHEDULE: \_\_\_\_ YES \_\_\_\_ NO

FRANCHISE AGREEMENT: \_\_\_\_ YES \_\_\_\_ NO

LEASE: \_\_\_\_ YES \_\_\_\_ NO

PAYOR CREDIT REPORT AVAILABLE: \_\_\_\_ YES \_\_\_\_ NO

**SELLER MOTIVATION/REASON FOR SELLING**

**ADDITIONAL INFORMATION & COMMENTS RE. BUSINESS OR NOTE:**

**PLEASE FAX BACK BOTH PAGES TO: 937-318-1264**