

# PLANNING STEPS TOWARD SUCCESS



Offering Strategies, consultation, strategy implementation management, keynote presentations, seminars, workshops, & continue education credits in Exit Planning.

**NEXT JOURNEY®**  
7 steps to a graceful exit

**CLIENTS UNDER MANAGEMENT™**  
Diversify revenue source

**INCOME REPLICATION MODEL™**  
Life after business

**PROFITS MATTER™**  
The bottom line

**P VARIABLES™**  
Key value drivers

Chia-Li Chien, CFP®, CRPC, PMP  
**Founder & Chief Strategist**  
13016 Eastfield Road, Suite 286  
Huntersville, NC 28078  
704-706-9618  
jolly@chialichien.com  
www.chialichien.com

## Documents checklist Working with your financial institutes

- A. Business plan, History and Management
  1. Name and legal form of borrow (to include Sub chapter S, C Corp., Limited partnership, General partnership, LLC proprietor, etc.)
  2. Owners - their names, ages, and percentage of ownership
  3. Subsidiaries, affiliates or related entities.
  4. Location of the business and related entities.
  5. What does business do?
  6. Trade area or market served?
  7. Number of years in business
  8. Marketing plan
  9. Sales projections
  10. Financial projections and financial ratio
  11. Current customers, suppliers and its concentration percentage.
  12. Key management and their ages
  13. Management experience and succession plan.
- B. Purpose of the Loan
  1. What will the loan process be used for – be explicit
  2. List purchase price of equipment, cost of construction, debts to be refinance, etc.
  3. Explain “working capital” i.e. carry account receivables, pay payables, purchase inventories, etc.
  4. Source of expected repayment.
- C. Collateral – New Loan
  1. Complete and detail description of collateral
  2. List market and liquidation value, source, and date of the valuation.
  3. List lien position for proposed loan
  4. Show and deduct any prior liens
  5. Include collateral owner name if not borrower
  6. List any guarantors
  7. List life insurance pledged and amount assigned to the bank
  8. Summary of existing loans and collateral supporting them
  9. Specific frequency of collateral re-evaluation
- D. Other helpful information
  1. Business entity most recent 3 years tax returns
  2. Owners most recent 3 years personal tax returns
  3. Business entity financial statements like Profit and loss, cash flow and balance sheets. The most recent 3 years.