**PURCHASE OR SALE OF ASSETS**

**INSTRUCTION**

TO: JAY CHAUHAN

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Please complete the following as far as you can and discuss the rest with me. We will prepare the draft of the agreement based on the following information.

1. Purchaser:

State the full name, address, telephone and fax numbers of the Purchaser.

2. Vendor:

State the full name, address, telephone and fax number of the Vendor.

3. Business name:

The name under which the business is carried on?

Is the name being acquired as well? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

4. Business address:

Write the address where the business is presently carried on.

5. Purchase price:

What is the total purchase price? $

The deposit being paid with offer $

Amount being paid on closing $

What is the amount, if any, being paid later by promissory note or security agreement? $

Monthly payment amount $

Interest rate \_\_\_ %

How is the total purchase price broken down between the following items? Please consult your accountant for this breakdown.

Chattels $

Inventory $

Goodwill $

Fixtures $

6. Security:

If you are getting financing from the vendor, please state terms of the security and the loan.

Total amount of Chattel Mortgage $

Interest:

Payment dates:

Due date:

Type of security given:

P.P.S.A.:

Chattel mortgage:

Guarantee:

Promissory note:

7. Lease:

State the particulars of the lease.

Name, address, telephone and fax number of the Landlord:

Remaining term of the lease:

Monthly rental amount:

8. Licence:

Is a licence required to operate the business? What kind? (e.g. municipal licence for a body shop, or a liquor licence, etc.)

9. Vendor’s solicitor:

Name, address and telephone number of Vendor’s solicitor.

10. Insurance:

Do you wish to take over the vendor’s business insurance? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

Name of insurance company presently insuring the business:

Name of agent, address and telephone number:

11. Inventory:

Is inventory included in the purchase price? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

12. Non-competition:

What are the terms of the non-competition agreement to be given by the Vendor? The terms must be reasonable for the non-competition agreement to be binding.

Radius in which vendor will not compete:

Number of years he will not compete:

13. Employees:

Preset number of employees:

How many are to continue with the purchaser?

14. Vendor’s licence:

Retain Sales Tax or Vendor’s Permit Number:

15. Closing:

(You should allow for at least 4 weeks to do the searches and prepare for closing.)

Date of closing:

16. Conditions:

Is the agreement conditional upon:

Landlord’s consent? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

Financing? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

Any other conditions? Please state details:

17. Assets:

Please prepare an itemized list of each of the items being purchased on a separate page.

18. Fees:

I understand that the fees will be based on the time spent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that this document has been developed for the purpose of organizing the information necessary for my matter. I understand that by filling out this form I have not retained your services. Until I have signed a Retainer Agreement pursuant to the above matter, the Law Office of Jay Chauhan is not obliged to advise or act on my matter. I understand that I can send this document by fax, email or other means but **only** if instructed to do so by your office. I understand that some of the information contained may be confidential, and should I send this to your office without instruction to do so, I cannot hold you liable by any means.