Owner Readiness Checklist - Lite

A practical, CEPA-aligned, self-check for your household and business – before partners, successors or buyers enter the picture.

Timing & Goals

- ☐ Have you **thought about a future transition** and noted any **factors that could affect timing?**
- ☐ Do you have **clear personal/family goals** the transition should support (time, money, location, commitments)?
- ☐ Do you have a **sense of your future role** in the business?

Deal Readiness

- ☐ Have you considered possible **transition paths** (family, MBO, ESOP, strategic, PE) and which **seems most likely**?
- ☐ Do you have a **rough view of value** (range and what drives it)?
- ☐ If someone asked tomorrow, could you share a **basic information packet** (3 years financials, key contracts, org. KPIs)?

Personal Finances

- ☐ Do you know your **annual household spending** and keep a **12 to 24-month cash reserve**?
- ☐ Do you have a **ballpark of how much money you'd receive – and when** (upfront cash, installments/earnouts, holdbacks)?
- ☐ Are **beneficiaries, account titles and estate documents** up to date and consistent?

Tax & Legal

- ☐ Has a CPA/attorney reviewed your **business structure** and **where taxes are owed** (state sourcing/nexus)?
- ☐ Do you have a straightforward **tax plan** for before/during/after a transition?
- ☐ Are your **core legal documents** current (operating agreement, power of attorney, healthcare directives)?

Business Readiness

- ☐ Are your **financials clean and accrual-based**, with normalized EBITDA and working-capital?
- ☐ Have you **reduced key-man risk** and put **SOPs + delegation** in motion?
- ☐ Do you track **standard industry KPIs** and have a **customer-concentration plan**?

Life After

- ☐ Have you sketched a **12-month "what's next"** plan?
- ☐ Are you and your **spouse/partner aligned** on roles, where to live, and lifestyle/budget?
- ☐ Have you written a **short list of pursuits** you want to try (advisory/board, sabbatical, community roles, travel)?

Schedule a 30-minute Brief with a CEPA® Professional

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