



\*Individual Profile For: \_\_\_\_\_  
Print Name

WE PROVIDE EACH SELLER THE FOLLOWING CONFIDENTIAL FACTS ABOUT YOU PRIOR TO RELEASING ANY INFORMATION ABOUT THEIR BUSINESS.

BACKGROUND INFORMATION:

1. \*Are you currently employed? \_\_\_\_ If so in what industry and what position? \_\_\_\_\_

2. \*Please give a brief description of your responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list the industries in which you've worked and the positions you've held since graduating from school:  
\_\_\_\_\_  
\_\_\_\_\_

4. What was your emphasis in college? \_\_\_\_\_ Post college major: \_\_\_\_\_

5. Place a check mark beside each business category that interests you:
- |  |   |
|--|---|
| <input type="checkbox"/> Manufacturing                             | <input type="checkbox"/> Home based or relocatable business           |
| <input type="checkbox"/> Distribution                              | <input type="checkbox"/> Retail                                       |
| <input type="checkbox"/> Computer/Hi technology/Sciences           | <input type="checkbox"/> Services: Postal, copy centers, tax prep etc |
| <input type="checkbox"/> Absentee ownership                        | <input type="checkbox"/> Restaurant/Fast Food                         |
| <input type="checkbox"/> Turnaround situations                     | <input type="checkbox"/> Gas Stations/Mini Marts/Car Washes           |
| <input type="checkbox"/> New or existing successful franchises     | <input type="checkbox"/> Dry Cleaning                                 |
| <input type="checkbox"/> Any business which receives cash payments | <input type="checkbox"/> Other _____                                  |

6. \*What is your current annual income? \_\_\_\_\_

7. \*What are your income expectations the first year of owning your own business? \_\_\_\_\_

8. \*What is the down payment amount and the source of those funds that you **are prepared to substantiate** at the time of making an offer. \_\_\_\_\_ Form of Substantiation: \_\_\_\_\_

9. Retirement Funds, do you have any retirement funds and if so, how much? \_\_\_\_\_

10. \*What is the cost of your personal monthly living expenses? \_\_\_\_\_

11. \*Select one: my net worth [all assets minus all debts] exceeds \$100,000 \_\_\_\_ \$500,000 \_\_\_\_ \$1,000,000 \_\_\_\_

12. \*Have you ever filed bankruptcy? \_\_\_\_ Had a foreclosure? \_\_\_\_ Had a judgment filed against you? \_\_\_\_

13. \*Is there any reason you might be declined a loan for a business acquisition? \_\_\_\_\_

14. Does your spouse work? \_\_\_\_ Full time? \_\_\_\_ Industry and position? \_\_\_\_\_

15. Will anyone advise you in the review of business records and the decision to purchase any business? \_\_\_\_\_

16. \*What is your timeframe to purchase?  Immediate  No hurry

17. If you reside outside \_\_\_\_\_ and have inquired about a \_\_\_\_\_ based business, what are your relocation plans and timeframe? \_\_\_\_\_

\*Signature

Date

I certify that the above information is true and correct and acknowledge receipt of a copy of this profile.



# Confidentiality Agreement

The undersigned prospective purchaser ("Buyer") hereby requests receipt of confidential information, currently and from this time forth, on one or more businesses represented by LINK Business. Buyer hereby acknowledges that LINK Business will have been first to provide such information to Buyer. In consideration of LINK Business' providing such information, the Buyer hereby accepts, acknowledges and agrees:

1. Any and all information LINK Business provides about a business was provided to LINK Business by the business owner, and LINK Business makes no representations or warranties as to its accuracy or completeness. Buyer is solely responsible for investigating all aspects of the business and obtaining any legal, tax or other advice Buyer deems necessary, prior to purchasing the business.
2. Any information Buyer is given about a business, including, especially, its availability for acquisition, shall be treated as strictly confidential and proprietary. Buyer shall not directly or indirectly disclose, without LINK Business' prior written consent, any such information to any third party except Buyer's representatives/affiliates engaged in evaluating the information, and shall obtain the agreement of such third parties to maintain such confidentiality. If Buyer decides not to purchase the business, Buyer shall promptly notify LINK Business of this fact and shall promptly return all documentation, including, without limitation, summaries, analyses or extracts. Any unauthorized disclosure shall constitute a material breach of Buyer's duty to the Seller and LINK Business, and could result in legal recourse against the Buyer. Buyer shall indemnify, defend and hold LINK Business harmless from and against any liability resulting from such unauthorized disclosure.
3. The Seller of each business about which a Buyer shall be given information by LINK Business has entered into an agreement providing that Seller shall pay a fee to LINK Business if, during the term of that agreement or within twenty-four (24) months thereafter, the business is directly or indirectly transferred to a Buyer introduced by LINK Business. Should Buyer, a member of Buyer's family, or anyone with whom Buyer is directly or indirectly affiliated whom became aware of such business through the buyer, acquire any interest in, or become affiliated in any capacity with such a business, Buyer be liable for, and shall protect and indemnify, LINK Business' right to a fee from the Seller. Buyer agrees that any transaction for the purchase of such business will be closed through a licensed independent escrow company.
4. Buyer shall conduct all inquiries into any business about which LINK Business provides information and discussions with its owner(s) and/or management solely through LINK Business, and shall not directly or indirectly contact the owner, employees or other representatives of the business except by prior written consent from LINK Business.
5. If Buyer breaches the terms of this Agreement or in any way interferes with LINK Business' right to a fee, including with out limitation, Buyer's breach of any agreement for the purchase of such business, Buyer, and if Buyer is an entity, each owner of the Buyer, shall be jointly and severally liable for such fee and any other damages, including reasonable attorney's fees and litigation costs incurred by Link Business to enforce this Agreement. The parties to this Agreement shall mediate any dispute or claim between them arising out of this Agreement or any resulting relationship or transaction between such parties. The mediation shall be held prior to commencement of any court action or arbitration. The mediation shall be confidential and held in accordance with all applicable sections of the California Evidence Code. In the event the parties are unable to agree on a mediator within thirty (30) days of the first party seeking mediation, the presiding judge of the Superior Court of the county in which venue would lie for the filing of a complaint for relief in such dispute shall have jurisdiction to appoint a mediator. In the event the mediator determines that a second mediation is necessary or appropriate, it shall be conducted in accordance with this paragraph. Should any party commence arbitration or a litigation before mediation, that party shall forfeit its right to claim attorney's fees or litigation costs that might otherwise be available to it in arbitration or litigation, and the party who is determined by the arbitrator or judge to have resisted mediation may be sanctioned by the arbitrator or judge. Mediation fees, if any, shall be divided equally by the parties to the dispute.
6. Buyer understands and agrees that LINK Business may act as a dual agent representing both Seller and Buyer, as set forth in the Disclosure Regarding Agency Relationship executed concurrently herewith.
7. This agreement contains the sole and entire agreement between the parties regarding its subject matter. The parties acknowledge and agree that neither of them has made any representations or promises with respect to the terms and conditions of this agreement or any representations or promises inducing the execution and delivery hereof, except such representations and promises which are expressly stated herein. Each party acknowledges its reliance on its own judgment in entering into this agreement and having the opportunity to have the agreement reviewed by others, including legal counsel. The parties further acknowledge that any statements or representations previously made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with their dealings with the other. Any amendment or modification to this agreement shall be valid only if the parties have duly executed such modification, in writing, and it has been signed by the party against whom enforcement may be sought. Further, **this Agreement is non-negotiable**; no evidence of any modification, amendment or waiver shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this Agreement, or the rights or obligations of any party hereunder, unless the same is in writing and has been duly executed by LINK Business' managing Broker.
8. Buyer Acknowledges receiving a duly executed copy of this Agreement.
9. The undersigned executes this Agreement on behalf of Buyer and warrants that he/she is duly authorized to do so.

*Name (print)	Date	Cell Telephone
*Signature		*Business Telephone
*Residence Street Address		*Fax Number for Sending Confidential Info
*Residence City, State and Zip		*Email Address for Sending Confidential Info
*Residence Telephone		*LINK Business' Agent License #



Agency Disclosure and Agreement

Agency and Dual Agency: On the reverse of this form is printed a portion of California Civil Code section 2079.16 which requires disclosure of some concepts and definitions concerning the relationship between a principal and an agent in the sale of certain residential real estate. While the listing and sale of a business is not a transaction requiring the use of the form prescribed by that Code section, the information provided is completely applicable to the business sale context as well, and you are requested to read it carefully and acknowledge that you have been advised of its contents.

When a broker lists a business for sale, the broker becomes an "agent" representing the seller. The same broker also often works with prospective buyers, and by the nature of that relationship, becomes a buyer's agent as well; this is called "dual agency." Although a buyer and seller are sometimes represented by different agents of the same brokerage firm, this is also a dual agency, because the broker who employs each of the agents is really the agent for both parties.

Full Disclosure: Under California law, the buyer and the seller of a business are each required to fully and fairly disclose to the other, any and all information which is known to that party, or reasonably should be known, and which may or will be "material" to the other party's decision to enter into the transaction. An agent must fully disclose all relevant information known to the agent to the party or parties that the agent represents. An agent, whether acting only for one party, or as a dual agent, must make the same such disclosures to the other party, or to the other party's agent, and cannot withhold any material information which such agent may know, or in the exercise of reasonable diligence, should discover.

Price and Valuation: There is an exception to the rule that a dual agent must disclose all information in his or her possession. In representing both seller and buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the seller will accept a price less than the asking price or that the buyer will pay a price greater than the price offered, even though there otherwise might be a duty to do so. Likewise, a broker acting as a dual agent will not disclose valuations or appraisals prepared by the broker for the seller (but must disclose any comparable sales figures which may have been a major factor in such evaluation), nor the contents of any previous negotiations, contracts or offers between either the buyer or seller and any other parties. This is the only way negotiations can be conducted when the broker represents both the buyer and the seller.

Acknowledgment of Disclosure and Agreement to Dual Agency: Each party, by signing below, acknowledges and agrees that:

- 1. The party has carefully read and fully understands the matters discussed above, as well as the language of the statute quoted on the reverse of this form, and has had the opportunity to ask questions and/or to seek the advice of legal counsel prior to signing below.
2. The Seller consents and agrees that the Broker representing said party may, in his discretion, act as an agent for any buyer or prospective buyer as well as for the Seller, as explained above and on the reverse hereof, and agrees to the conditions stated above.
3. The Buyer consents and agrees that the Broker representing the Seller will continue to do so even though said Broker will also represent the Buyer as a dual agent, understands all of the information stated above and on the reverse hereof, and consents to such dual agency.

THIS FORM MAY BE SIGNED IN COUNTERPARTS. NOT ALL SIGNATURES ARE REQUIRED TO APPEAR ON THE SAME COPY. FACSIMILE SIGNATURES ARE ACCEPTABLE AND BINDING

BUYER(S)/SELLER(S) Signature Date

BUYER(S)/SELLER(S) Name (print)

AGENT FOR BUYER License #

**Excerpt from CALIFORNIA CIVIL CODE § 2079.16**

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**SELLER'S AGENT** When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealing with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

**BUYER'S AGENT** An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer. A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.

**AGENT REPRESENTING BOTH SELLER AND BUYER** (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

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Initials