Buyer due-diligence request list

Ask for records in stages so you can verify shop earnings and operating rights before removing contingencies.

Shop / location

Review date

Prepared by

Request after confidentiality is in place

☐ Repair sales and deposits

Request monthly closed-order exports, refunds, sales-tax detail, bank statements and merchant settlements. Reconcile a sampled month on the same accounting basis.

Evidence / next action

☐ Reported earnings

Request filed returns, monthly financials, owner payroll detail and a general ledger. Trace owner benefits and one-time costs to the original expense.

Evidence / next action

☐ Technician contribution

Request anonymized paid, clocked and billed hours, tenure, pay plan and certifications by technician. Identify which work only the owner performs.

Evidence / next action

☐ Fleet contracts

Request anonymized revenue by account, payment history and contract terms. Obtain permission before contacting anyone about continued work.

Evidence / next action

Open item, responsible person and due date

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Resolve before releasing contingencies

☐ Occupancy and approvals

Request signed lease amendments, assignment terms, landlord response, zoning confirmation and a written permit transition plan.

Evidence / next action

☐ Equipment and liens

Match serial numbers for lifts, compressors and calibration gear to title, leases or payoff letters. Identify customer vehicles and technician-owned tools.

Evidence / next action

☐ Site history

Give the environmental professional prior reports, drain and tank records, pickup receipts and correspondence on any open action.

Evidence / next action

☐ Closing cutoffs

Agree how open work orders, prepaid jobs, warranty returns, cores and uncollected fleet invoices move through the closing statement.

Evidence / next action

Open item, responsible person and due date