



### PRO TIP FOR SELLERS

Start populating this data room before you go to market. Buyers move fast once they are interested, and a complete, well-organized data room often separates serious offers from tire-kickers.

### FREE RESOURCE

This checklist is provided as a free resource by Main Street Wealth LLC to help business owners in the home services industry prepare for a successful exit. If you would like us to review your data room, normalize your financials, or discuss a confidential valuation, contact us directly.

Website: [mainstreetwealth.ai](https://mainstreetwealth.ai)

# Comprehensive Sell-Side Data Room Checklist

Due Diligence Document Request List for Business Owners Preparing for Sale

Prepared by Main Street Wealth LLC - Home Services M&A Specialists

Selling your business is a major milestone. One of the best ways to accelerate the process, strengthen buyer confidence, and maximize your valuation is to have a well-organized virtual data room ready when serious buyers begin due diligence.

This checklist represents the most frequently requested documents and information by qualified private equity firms and strategic acquirers in the home services and contracting sectors (roofing, exteriors, pest control, landscaping, HVAC, plumbing, etc.). It is designed to cover the full scope of what buyers expect for a smooth transaction.

### DATA ROOM SETUP RECOMMENDATION

Create folders numbered exactly as shown below in your preferred platform (e.g. Google Drive, or similar). Label every file clearly (example: "2024\_P&L\_Monthly\_Detail.xlsx" or "General\_Liability\_Insurance\_Policy\_2025.pdf"). Include a master index document at the root. Redact only truly sensitive personal identifiers (e.g., full Social Security Numbers on tax returns) while leaving all business-critical data visible.

# Data Room Folder Index

Create numbered folders exactly as shown below so buyers and advisors can review materials quickly and consistently.

1	Corporate & Organizational Documents	7	Operations & Customer Information
2	Financial Information (Highest Priority)	8	Human Resources & Payroll
3	Tax & Compliance	9	Assets & Real Property
4	Licenses, Permits & Regulatory	10	IT & Intellectual Property
5	Insurance & Risk Management	11	Litigation & Contingent Liabilities
6	Contracts & Agreements	12	Other / Miscellaneous

## Full Checklist

Use the checkboxes while collecting documents. Replace generic filenames with clear naming conventions such as 2024\_P&L\_Monthly\_Detail.xlsx or General\_Liability\_Insurance\_Policy\_2025.pdf.

### 1 Corporate & Organizational Documents

- Certificate of Formation / Articles of Organization (or Certificate of Incorporation) and all amendments
- Operating Agreement (LLC) or Bylaws / Shareholder Agreement, including all amendments, member/manager schedules, and capital contribution records
- All state filings, annual reports, and certificates of good standing (domestic and any foreign qualifications)
- Current corporate organizational chart (include all key roles and reporting lines; note any family involvement)
- List of all subsidiaries, DBAs, trade names, or affiliated entities
- Cap table / ownership schedule (including any options, profits interests, warrants, or side letters)
- Minutes of owner/manager meetings and resolutions (especially those authorizing a sale process)

### 2 Financial Information (Highest Priority)

Provide complete data for the last three full fiscal years plus current year-to-date (through the most recent month-end):

- Monthly and annual profit & loss statements (detailed, with revenue broken out by service line/category, e.g., insurance claims vs. retail/direct, gross margin by job type)
- Balance sheets (monthly and year-end)
- Cash flow statements (or supporting data to derive them)
- General ledger and trial balances

- Bank statements and reconciliations for all accounts
- Credit card statements and merchant processing reports
- Accounts receivable aging report + customer concentration summary (top customers by revenue)
- Accounts payable aging report + vendor concentration summary
- Job costing reports / work-in-process (WIP) schedules, including current backlog and completed-vs.-billed status
- Revenue recognition policy memo + sample job files illustrating typical projects
- Detailed EBITDA add-back schedule with full support (owner compensation, personal expenses, one-time or non-recurring items, marketing costs, etc.)
- Federal and state tax returns (including all K-1s if applicable) plus sales/use tax returns
- Financial projections / budgets for the next 2-3 years with supporting assumptions

### 3 Tax & Compliance

- All federal, state, and local tax returns filed (as referenced above)
- Any tax audit correspondence, notices, or assessment letters
- Sales tax exemption certificates and resale certificates
- Property tax assessments (for any owned assets)
- Worker classification history or rulings (e.g., IRS Form SS-8 or state determinations)

### 4 Licenses, Permits & Regulatory

- Copies of all active business licenses, contractor licenses, and registrations (state, county, and local)
- Proof of good standing and renewal history for each license
- Any specialized certifications (e.g., environmental, lead abatement, insurance adjuster)
- OSHA and safety compliance records

### 5 Insurance & Risk Management

- Certificates of Insurance (general liability, workers' compensation, auto, professional liability, cyber) - last three years plus current
- Full insurance policy summaries or complete policies + claims history for the last five years
- Workers' compensation experience modification factor worksheet
- Details of any self-insured retentions or captive insurance arrangements

### 6 Contracts & Agreements

- Customer contracts and master service agreements (sample set covering typical project types)
- Subcontractor and vendor master agreements + sample job subcontracts (with 1099/W-2 classification support)
- Key supplier / material vendor agreements
- Sales representative or independent contractor agreements
- Non-disclosure, non-compete, and non-solicitation agreements with key personnel
- Any joint venture, referral, or partnership agreements
- Professional service agreements (accounting, legal, etc.)

### 7 Operations & Customer Information

- Customer list / CRM export (last three years: project type, revenue, repeat business rate)
- Current sales pipeline report (opportunities by stage, probability, and expected close)
- Marketing materials, lead-generation sources, and scripts (where applicable)
- Job management / ERP / accounting system data exports or reports

- Vendor and subcontractor lists with performance metrics

## 8 Human Resources & Payroll

- Current employee and independent contractor roster (titles, compensation, start dates, W-2 vs. 1099 status)
- Organizational chart with reporting lines and any key-person dependencies noted
- Offer letters, employment agreements, and independent contractor agreements
- Payroll registers and summaries (last 24 months + current YTD)
- Employee benefits plan summaries (health, retirement, etc.) and COBRA information
- Employee handbook and key HR policies
- Any EEO-1 filings, OSHA 300 logs, or labor-related complaints

## 9 Assets & Real Property

- Fixed asset register and depreciation schedule
- List of owned vehicles and equipment (including titles and any liens)
- Copies of all lease agreements (office, warehouse, yard, or equipment)
- Deeds and mortgages for any owned real estate

## 10 IT & Intellectual Property

- List of all software, SaaS tools, and systems in use (accounting, CRM, job costing, customer portals)
- Domain ownership records and website hosting details
- Any trademarks, logos, proprietary processes, or intellectual property
- Data privacy and cybersecurity policies

## 11 Litigation & Contingent Liabilities

- List of any pending or threatened litigation, claims, or disputes
- Demand letters, mechanic's liens, judgments, or regulatory inquiries

## 12 Other / Miscellaneous

- Any third-party reports (appraisals, audits, safety inspections)
- Press releases, marketing articles, or major review-site summaries
- Internal key performance indicator dashboards or reports (jobs per month, close rates, average job size, etc.)
- Any other information management believes is material to a buyer's understanding of the business

### READY FOR A CONFIDENT EXIT?

Main Street Wealth LLC can help review your data room, normalize your financials, and discuss a confidential valuation for your home services business.

Visit [mainstreetwealth.ai](https://mainstreetwealth.ai)

Last updated: May 2026