

# VR Mergers & Acquisitions

11350 Random Hills Road, Suite 740, Fairfax, VA 22030

Phone: (703) 273-3500

Fax: (703) 273-3566

Email: info@vrbeltway.com

Web Site: www.vrbeltway.com

## NON-DISCLOSURE AGREEMENT

Our agreement with the Seller requires that we obtain a signed Non-Disclosure Agreement, evidence of financial ability and, in some cases, a credit report on a prospective purchaser before disclosing the name and location of a business. This information will be kept confidential. Signature below signifies agreement to the following:

- I/WE WILL NOT CONTACT SELLER, LANDLORD, SUPPLIERS, CUSTOMERS OR EMPLOYEES OF THE BUSINESS!**
- (a) Any information provided on any business is sensitive and confidential, and that its disclosure to others may be damaging to the business and their owners.

(b) Not to disclose for a period of three (3) years from the date of this Non-Disclosure Agreement any information regarding these businesses to any other person who has not signed this Agreement, except to secure the advice and recommendation of my business advisors (accountants, attorneys, etc.). "Information" as used in this Agreement shall include the fact that the businesses are for sale, plus any other data provided.

(c) Not to circumvent or interfere with Broker's contract with Seller in any way. All correspondence, inquiries, offers to purchase and negotiations relating to the purchase or lease of any business presented by Broker will be conducted exclusively through Broker. I/we understand that if I/we interfere with Broker's contract right to its fee from Seller, I/we may be personally liable to Broker for payment of the Seller's fee. I/we understand that should I/we become manager, employee, or otherwise connected with any business shown or offered to me/us, then a fee is due Broker. I/we agree that, at closing and/or upon any subsequent payment to Seller for the purchase of a business, if requested by Broker, I/we shall deduct Broker's fee from the purchase price due Seller and pay same directly to Broker. I/we understand that if I/we make the purchase through Broker, I/we will not be liable for the fee to be paid by Seller to Broker.
- That all information regarding businesses for sale is provided by Seller or other sources and is not verified in any way by Broker. Broker has no knowledge of the accuracy of said information and makes no warranty, express or implied, as to the accuracy of such information. Understanding that I/we shall make an independent verification of said information prior to entering into an agreement to purchase any business. I/we agree that the broker is not responsible for the accuracy of any information I/we receive or fail to receive, and I/we agree to indemnify and hold Broker and its agents harmless from any claims or damages which may occur by reason of the inaccuracy or incompleteness of any information provided to me/us with respect to any business I/we might purchase.
- That should I/we enter into an agreement to purchase a business, I/we will provide a financial statement and a personal resume and business history, and I/we authorize Seller and/or Broker to obtain, through any credit reporting agency, financial and credit information about me/us or the companies I/we represent. I/we also agree that the above paragraph three (3) shall be included in any purchase agreement.
- That Broker is not an agent for me/us, but an agent for Seller and has a contract providing for a fee to be paid to Broker by Seller upon sale, trade, lease or transfer of Seller's business or property.

This Agreement is covered by the laws of the Commonwealth of Virginia, and any litigation arising out of it shall be brought before the Courts of Fairfax County. I/we acknowledge that I/we have received an exact copy of this Agreement and that I/we have read it carefully and fully understand it.

\_\_\_\_\_  
*Signature of Purchaser*

\_\_\_\_\_  
*Primary Phone*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Alternate Phone*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Email*

**Additional Purchaser:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Fax*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
**Date**

**PLEASE RETURN VIA FAX OR EMAIL**

For VR Office Use: *Business* \_\_\_\_\_ *ACT* \_\_\_\_\_

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## CONFIDENTIAL BUYER PROFILE

**VR requires all prospective purchasers fully complete and return this page prior to releasing client information.**

Interest/Source \_\_\_\_\_  Newspaper  VR Web Site  Other \_\_\_\_\_

Current Occupation? \_\_\_\_\_ Previous? \_\_\_\_\_

Have you or do you own a business?  Yes  No If Yes, what type(s) of business? \_\_\_\_\_

Why do you want to own your own business? \_\_\_\_\_

What types of businesses do you NOT want? \_\_\_\_\_

What types of businesses would you consider owning? \_\_\_\_\_

What geographic areas are you interested in? \_\_\_\_\_

How long have you been looking?  Less than 1 month  1-6 months  6-12 months  More than a year

What types of businesses have you looked at? \_\_\_\_\_

Who else will be involved in the purchase/operation of the business? \_\_\_\_\_

How much time will you have to operate the business?  Full-Time  Part-Time  Prefer absentee ownership

What's your timeframe to get into a business?  Immediate  3-6 months  6-12 months  More than a year

When we find a business that suits you, how many weeks before you can take possession? \_\_\_\_\_

## FINANCIAL SUMMARY

Assets	
Personal Items	Estimated Value
Home	\$
Vehicles	\$
Jewelry/Artwork	\$
Furniture/Antiques	\$
Electronics/Other	\$
<b>Cash or Cash Equivalent</b>	\$
Checking Account	\$
Savings Account	\$
CDs/Money Market Accounts	\$
Life Insurance (cash value)	\$
Other	\$
<b>Investments</b>	\$
Retirement Account	\$
Bonds	\$
Mutual Funds	\$
Individual Stock Shares	\$
Real Estate (other than home)	\$
Other	\$
<b>Assets Total:</b>	\$
<b>Estimated Net Worth:</b>	\$

Liabilities	
Loan Balances	Estimated Value
Mortgage	\$
Home Equity	\$
Car	\$
Real Estate	\$
Student	\$
Other	\$
<b>Other Outstanding Debt</b>	\$
Credit Card	\$
Other	\$
<b>Liabilities Total:</b>	\$

Available for initial investment: \$ \_\_\_\_\_

Available for closing/operating costs: \$ \_\_\_\_\_

Minimum income needs for 1<sup>st</sup> year: \$ \_\_\_\_\_

Minimum income needs for 2<sup>nd</sup> year: \$ \_\_\_\_\_

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