Business Succession Readiness Checklist

Your business. Your legacy. A clear plan.

Answer each question honestly. Every unchecked item is a potential risk to the business, your family or the value you have built, and a place to start the conversation.

Vision & Timing

- [ ] You have decided when you would like to step back, even approximately
- [ ] You know what role, if any, you want after the transition
- [ ] You know the income you will need from the business after you step back
- [ ] Your spouse and family understand your intentions

Successor & Leadership

- [ ] A successor (family, key employee, partner, management team or buyer) has been identified
- [ ] A backup plan exists if that successor is not able or willing
- [ ] Successors are developing real leadership responsibility now
- [ ] Key customer, vendor and lender relationships are not held by one person alone
- [ ] Processes and know-how are documented, not only in the owner's head

Value & Ownership

- [ ] A professional business valuation has been completed in the last two to three years
- [ ] Financial statements are clean, current and reviewed by a CPA
- [ ] Ownership, voting rights and governing documents are up to date
- [ ] A written buy-sell agreement is in place among all owners

Protection & Funding

- [ ] The buy-sell agreement is funded, for example with life and disability buy-out insurance
- [ ] Key person coverage protects the business if a critical leader is lost
- [ ] A plan exists to keep key employees through the transition
- [ ] A funding plan exists for the successor to buy the business

For educational purposes only. Not legal, tax or investment advice. Consult your attorney and CPA about your situation.

Family & estate coordination

- [ ] Your estate plan reflects your business succession plan
- [ ] Inheritances are fair for children who are and are not active in the business
- [ ] Liquidity is available for estate costs without selling the business
- [ ] Your attorney, CPA and financial advisor are working from the same plan

Your notes & next steps

Questions about anything on this list? Nova Wealth Partners works alongside your attorney and CPA to coordinate protection, retirement, estate and business planning. Schedule a conversation at calendly.com/novawealthpartners.

For educational purposes only. Not legal, tax or investment advice. Consult your attorney and CPA about your situation.