

DISCLOSURE SCHEDULE CHECKLIST

Try Smartsheet for FREE

This checklist contains documents and information related to the disclosure schedule that a seller might request from a buyer.

DISCLOSURE SCHEDULE	OWNER	COMPLETE?	DATE OF COMPLETION	NOTES
The disclosure schedule should match what's laid out in the acquisition agreement.				
The disclosure schedule should include all material contracts and amendments.				
All contracts in the disclosure schedule should be added to the data room.				
List all significant contracts impacted by a change in control, as well as the time the counterparties will agree to the changes in control.				
Analyze contracts for issues based on the acquisition.				
All patents (both issued and pending) should be listed.				
Analyze potential issues with any litigation.				
How will liens be dealt with?				
List unorthodox employment agreements and severance arrangements.				
List outstanding capital stock, options, and warrants.				
List material items in the disclosure schedule that are not consistent with statements made previously by or on behalf of the company.				
Look for conflicting items in the disclosure schedule.				

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.