

Information for a valuation and sale of your practice

While this may seem like a lot of information, it is needed to do your valuation and will assist with the sales process when your buyer does their Due Diligence, so please provide as much as you can.

- The practice summary details can be filled in online at:

<https://www.lanz.dental/practice-sales/sellers/practice-summary/> Then continue with the list below.

Financials

- Financial statements (or management accounts) for the past financial year ending 31 March, along with financial statements for the two previous years.
- Your most recent management accounts or cash book (by month) to last month.

Reports

- Exact report with breakdown of revenue by clinician, by month, for the past two years ended 31 March, and the current months of this financial year.
- Exact report with breakdown of revenue, by service code, for the same periods above.
- New patient numbers for the same periods above.

Software

- Do you use Xero, MYOB, Exact or another payroll or practice management software?

Staff

- List of all employees and contractors - their roles, hours and rates of pay. Are there any family members working in the practice?
- How long are you, other clinicians or support staff available to work in the practice post sale?

Payroll

- Dentists / Hygienists – commission % and/or salaries paid
- Provide a payroll report for the last financial year which gives details of all wage/salary/commission used, so we can separate payments for yourself, other clinicians, hygienists, dental assistants and other support staff.

Ownership

- What is the ownership structure of the practice? And if there is a Trust, please provide a copy of the Trust Deed.

Lease

- Details of your current lease or do you own the premises? Please provide a copy of the lease.

Assets

- Latest fixed asset register – for the current financial year ending 31 March and any assets bought since balance date. Does any existing equipment need replacing or is there any new equipment planned?

The Practice

- Number of surgeries? Is there room for more surgeries and expansion?
- Is there a separate management company operating as part of the practice? If yes, please provide set of accounts for the past two years.
- Provide photographs of the practice, surgeries, reception, steri room, inside and outside.
- Provide a short video showing major features (using your phone should be adequate).

We also need your full name, address, phone number, and company name (if applicable), to invoice you to get the valuation process underway. Please forward all the above documentation to us at toni@lanz.dental. Please contact us on **021 229 7070** if you have any questions.

As part of any sales transaction an AML form will need to be completed at the time of signing a Commercial Agency Agreement with our licensed real estate agent.