

Exit Readiness Checklist for Advisory Firms

What to fix before you sell

Prepare your firm for a successful sale by addressing these key areas

✔ Strong 25-30 ⚠ Gaps 18-24 ! High Risk 10-17 ✖ Not Ready below 10



Business Valuation Prep

- ☐ Reviewed P&Ls & Normalized EBITDA
- ☐ Documented Owner Add-Books
- ☐ Defined Valuation Expectations



Client Retention & Segmentation

- ☐ Analyzed Client Demographics
- ☐ Mapped Top Client Plans
- ☐ Assessed Retention Risks



Operations & Compliance

- ☐ Documented SOPs & Tech Systems
- ☐ Updated Compliance Policies
- ☐ Reviewed Cybersecurity & DR Plans



Team & Leadership

- ☐ Clarified Key Roles
- ☐ Created Succession Plan
- ☐ Built Employee Retention Plans



Legal & Succession Docs

- ☐ Updated Buy-Sell Agreement
- ☐ Reviewed Client Contracts
- ☐ Prepared Contingency Plans



Exit Strategy Alignment

- ☐ Chose Internal or External Scale
- ☐ Defined Timeline & Goals
- ☐ Planned Post-Exit Role



Data Room Readiness

- ☐ Organized Financial, Legal, & Client Files
- ☐ Assembled HR & Compliance Docs
- ☐ Prepared Due Diligence Materials

Top Priorities to Fix in the next 90 days

- 1 _____
- 2 _____
- 3 _____

Need Help? Get an Expert Assessment