

**When it comes to selling your car wash, preparation is key.
Complete this checklist to get everything well organised.**

Financial Documentation – Collate the following:

- Income Profit and Loss Statements and Balance Sheets: Demonstrating consistent revenue and profitability for the site
- Tax Returns: Showing compliance and financial health
- Cash Flow Statements: Highlighting the liquidity and operational efficiency of your business
- Depreciation schedule
- Future forecasts
- Membership numbers and growth opportunities
- Point of Sale Statement
- Detailed history of maintenance schedules

Property Documentation – Collate the following:

- Information memorandum
- Leasehold or freehold information
- Certificate of Title
- Plan of subdivision
- Outgoings schedule and forecast budget
- Copy of lease documents
- Zoning details
- Planning permits and approvals

Cosmetic Upgrades + Maintenance – Complete the following (if required)

- Painting and Line Marking:** Brighten up the site's appearance with new paint and clear line markings
- Landscaping:** Well-maintained grounds can make your site more attractive
- Signage:** Ensure all signs are clean, vibrant, well-lit, and up-to-date
- Back of House:** Ensure storage of chemicals is appropriate and office spaces are well maintained
- General Maintenance:** Carry out any outstanding tasks needing attention

Maintenance + Operational Logs – Organise and prepare records covering:

- Age of business
- No. of bays, tunnels etc
- Age of equipment
- Training manuals
- Repairs and Maintenance logs
- Equipment list and warranties
- Staff roster and hours of operation
- HR Processes + incidents
- Insurance Claims
- Competition analysis
- Chemical suppliers and maintenance team
- Chemical orders
- Traffic count
- Data on weather patterns and financial performance can also provide valuable insights