ADA PracticeTransitions™

Valuation Document Checklist

Make sure you have the following information on hand before your valuation to make the process as seamless as possible.

- Five years of financial statements
- Five years of tax returns
- Income statement
- Balance Sheet
- Five years of new patient flow, collections, and production
- Insurance and billing information
- Ratio of fee-for-service to managed care
- Case acceptance rate
- Number of active and inactive patients
- Description of services offered and referred, broken out by treatment codes
- Mortgage and appraisal, or current lease and renewal amendments
- Copy of real estate tax bill
- Employee list with compensation, dates of hire, and job descriptions
- Dentist and hygiene production and monthly hours worked
- Any marketing material you use for your practice (website, brochures, etc...)
- Location and demographic information
- Floor plan of current facility and photos
- A list of all your equipment and fixtures, with age and condition
- List of all office equipment and furnishings to include in the sale
- Recare percentage

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