

NextLevel Practice's Sale Readiness Checklist



There's more to selling your practice than meets the eye. Before you can shake hands and sign on the dotted line, there's a lot of preparation that needs to go into making your practice sale-ready. While preparations might feel daunting, they're worth it! After all of the years of hard work and dedication that you've put into your practice, you deserve to make a profit that will allow you to live a financially free lifestyle...and even provide wealth for generations.

We know that packaging a practice for sale has a lot of moving parts. That's why we've compiled this checklist for you. After helping hundreds of practice owners prepare to sell their practices, we've learned exactly what you need to do to make sure you're ready for every aspect of the process.

Use this checklist as your guide for preparing your practice. We suggest you print it out and keep track of your progress by checking each box below as you complete it. Remember, every check is one step closer to a successful, profitable sale.



TIMELINE/GOALS

There's a difference between knowing you want to sell eventually and having a concrete goal with a date and asking price. This is the first important step to preparing your practice.

- You know when you would like to sell your practice (specific date) _____
- You know how much you would like to sell your practice for (specific number) _____
- You know if or how long you want to stay working at the practice after the sale
- You have a specific post-retirement plan for your life
- You know who you want to sell to (DSO, private practitioners, rollup group, etc)

VALUATION

Your practice's asking price is determined in large part by its value. The higher your valuation during negotiations, the higher your offer will be. Conversely, if your value is low, your sale will be for a lower amount.

- You know what your practice value is
- Your collections are 30 days or under
- You know your personal expenses for every month
- You have established Key Performance Indicators (KPI) and your entire team works toward these goals
- Your expenses are minimized and carefully managed
- You have optimized your internal and external marketing
- You have separated your personal and business expenses and accounts
- Your practice's financial performance is improving (not in a decline)
- You know your practice numbers, including:
 - Annual collections
 - EBITDA
 - Hygiene collections
- You have maximized your revenue potential (take our [quiz](#) to find out)
- You have optimized cash flow
- You have up-to-date financial documents from the last 3 years, including:
 - Financial statements
 - Federal tax returns
 - Job descriptions
 - Profit and loss statements
 - Employment contracts
 - Staffing expenses
 - Balance sheets

DETAILS

There's all kinds of nuts and bolts to selling a practice beyond simple paperwork. The more you put thought and effort into the details, the smoother and more successful your sale will be.

- You have inventoried all of your dental and office equipment
- You have a plan for continuity of care for your patients
- You have determined what physical improvements/changes to your space will help attract a buyer...and have implemented them
- You have created a list of people and businesses that you need to notify about a sale, and have a clear plan for when and how to inform them
- You are prepared to talk to prospective buyers about your practice, able to give clear answers and address the practice's strengths, weaknesses, and potential

RESOURCES

You don't have to prepare for sale alone! In fact, we recommend that you surround yourself with a team of experts who will help you optimize the process from all angles. It's also often important (especially in DSO sales) that you have the right supporting staff already in place.

- You have an associate
- You have a strong team and an appropriate number of RDHs.
- You have the following professional guidance (all with specialty or experience in the dental industry, especially exit plans/sales):
 - CPA that gives specific tax strategies
 - Wealth manager
 - Investments advisor
 - Legal advisor
 - Sales broker or other support
- You understand concepts like recapitalization and multiples

Feeling Overwhelmed?

WE CAN HELP.

NextLevel Practice's **90 Day Practice Sale Program** will systematically help you check every box on this list in just three months. From making plans for the future to cleaning up your books, increasing your numbers, and prepping you for sales conversations, our program is laser-focused on actions you can take to quickly and thoroughly prepare for a successful sale.

Start today with a [free call](#) with our team.

SCHEDULE A FREE CALL