



## NON DISCLOSURE AND CONFIDENTIALITY AGREEMENT

CBI Business Advisors, Inc., an Arkansas Corporation, (herein referred to as "CBI+Team") has agreements with our business "Seller(s)" which requires us to obtain a Non-Disclosure and Confidentiality Agreement and evidence of financial ability before we disclose the name and location of any business being confidentially marketed for sale. Information you disclose to us will be kept confidential, unless and until such time as an offer is made by you on businesses represented by CBI+Team. IN CONSIDERATION FOR information on businesses offered for sale by CBI+Team, I, \_\_\_\_\_, (referred to herein as

"Buyer", together with CBI+Team, collectively referred to herein as the "Parties") understand and agree as follows:

1. Information provided on businesses by CBI+Team is sensitive and confidential and its disclosure to others would be damaging to the businesses and to CBI+Team's fiduciary relationship with the Seller;
2. I will not disclose any Information regarding these businesses to any other person who has not also signed and dated this Agreement except to secure their advice and counsel, in which case I agree to obtain their consent to maintain such confidentiality. "Information" shall include the fact that the business is for sale plus other data pertinent to the contemplated sale of the business. The term Information does not include any information that is, or becomes, generally available to the public or is already in my possession. All Information provided to review the business will be returned to CBI+Team without retaining copies, summaries, analyses or extracts thereof in the event the review is terminated;
3. I will not contact the Seller, Seller's employees, suppliers, or customers except through CBI+Team. I will not use the confidential information I receive through this process to establish a competitive advantage over the Seller of the business;
4. All Information is provided by the Seller and is not verified in any way by CBI+Team; CBI+Team is relying on Seller for the accuracy and completeness of said Information, has no knowledge of the accuracy of said Information and makes no warranty, express or implied, as to such Information. Prior to finalizing an agreement to purchase a business, it is my responsibility to make an independent verification of all Information. I agree that CBI+Team is not responsible for the accuracy of any Information I receive and I agree to indemnify and hold CBI+Team harmless from any claims or damages resulting from its use. I will look only to Seller and to my own investigation for all information regarding any business offered by CBI+Team;
5. CBI+Team does not give tax, accounting, or legal advice;
6. Should I enter into an agreement to purchase a business CBI+Team offers for sale, I grant to the Seller the right to obtain, through standard reporting agencies, financial and credit information concerning me or the companies or other parties I represent and understand that this information will be held confidential by Seller and CBI+Team and will only be used for the purpose of Seller extending credit to me should an agreement to do so arise. In the event that I pay an earnest money deposit, and I, the Buyer, cannot consummate this business/investment purchase through no fault of my own, the earnest money deposit will be refunded in full LESS any amount expended for an appraisal, credit report, U.C.C. filing search, or other expenses incurred and agreed to herein, or for services which I, the potential buyer, would obviously derive benefit from regardless if this sale had been consummated. I agree that if I should refuse to or delay completion of this transaction, then any funds or deposit with CBI+Team will be forfeited;
7. All correspondence, inquiries, offers to purchase, and negotiations relating to the purchase or lease of any business presented to me, or companies I represent, will be conducted exclusively through CBI+Team
8. All claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application or enforcement of this Agreement, including but not limited to breach thereof, shall be referred to mediation before, and as a condition precedent to the initiation of any adjudicative action or proceeding, including arbitration. All mediation shall be held in Little Rock, Arkansas, except as mutually agreed otherwise by the parties. In the event of any dispute between CBI+Team, LLC or Buyer under this Agreement which is not settled under mediation as described above, the parties agree to submit the matter to arbitration in accordance with applicable rules of the American Arbitration Association. Each party shall choose a single arbitrator and the two so chosen shall choose a third arbitrator. The arbitrator will be agreed upon by the parties, and if the parties cannot agree, then the arbitrator shall be chosen by ADR, Inc. of Arkansas. The arbitration cost shall be split equally between the parties unless the arbitrator decides to charge one party with all the costs. The decision of the arbitrators shall be final and conclusive and the right to appeal is hereby waived.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name(s) \_\_\_\_\_,

**BUYER'S SIGNATURE(s)** \_\_\_\_\_,

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Will anyone else be actively involved in the acquisition? \_\_\_\_\_

Monetary expectations from the Business \$ \_\_\_\_\_ Geographic area (s) you are interested in: \_\_\_\_\_

Would you expect to devote full time to the business? Yes ☐ No ☐

Businesses Disclosed: \_\_\_\_\_,

Franchises Disclosed: \_\_\_\_\_,

CBI+Team Agent: \_\_\_\_\_ Signature \_\_\_\_\_



## BUYER DISCLOSURE ACKNOWLEDGEMENT

Initial acknowledgement of prospective buyer(s): \_\_\_\_\_ (herein referred to as "Buyer(s)");

(print name)

### Agency Disclosure

The buyer(s) acknowledges that CBI Business Advisors, Inc., an Arkansas corporation (herein referred to as "CBI+Team") is acting as agent of the seller and all fees due CBI+Team are, will be, the responsibility of the seller. Seller's agent is an agent who acts under a listing agreement with the seller and acts as the agent to the seller only. A seller's agent has affirmative obligations to the seller including the fiduciary duties of loyalty, obedience, disclosure, confidentiality, reasonable care, and diligence and accounting in dealing with the seller. In addition, a seller's agent has affirmative obligations to the Buyer(s) and Seller of honest dealing and disclosure.

Initial: \_\_\_\_\_

### Counsel Disclosure

Buyer(s) are advised to seek counsel from an attorney, Certified Public Accountant and any other parties necessary to make an informed decision regarding the purchase of any business opportunity bought or sold through CBI+Team.

Initial: \_\_\_\_\_

### Information Disclosure

Buyer(s) acknowledges that all information and material on each business opportunity provided by CBI+Team has been provided by the seller of the business. The seller believes the information to be true and accurate; however, accuracy is not guaranteed and all information should not be considered complete. While statements may be presented concerning a matter of opinion, whether or not so identified, these are only statements of opinion. CBI+Team makes no representation or warranties, expressed or implied, regarding the information provided to Buyer.

Initial: \_\_\_\_\_

### Risk Disclosure

Business opportunities by their very nature carry risk. Some of these risks include obsolescence or reduced demand for service or product, regulatory laws, ineffective management, changes in the local or national economic condition, and many others. Due to the risks inherent in business opportunities, buyer(s) could incur a loss, including, but not limited to, their entire investment. Buyer(s) acknowledge that they understand these risks and that CBI+Team cannot and does not in any way warrant or guarantee the future vitality or prospects of any business.

Initial: \_\_\_\_\_

### Indemnification and Hold Harmless Disclosure

Buyer(s) and Seller each acknowledge that neither CBI+Team, nor any of CBI+Team's agents, employees, officers, directors, shareholders, co-brokers, independent contractors and affiliates have made any representations or warranties regarding any fact regarding the business/stock being sold, any legal issues, aspect or ramification connected with the proposed purchase/sale, or any representation or warranty to either Buyer(s) or Seller concerning the financial condition, or any matter relating to either party. CBI+Team has made no independent investigation or verification of any representation, warranty, document, or piece of information presented by either party. Each party has either done its own, independent investigation with respect to such items or was advised by CBI+Team to do so.

CBI+Team is hereby released, indemnified and held harmless by Seller(s) and/or Buyer(s) from and against any and all claims and damages of each kind attributable to the performance or non-performance of Seller and/or Buyer under any agreement connected with the sale/purchase of the business/stock described above. CBI+Team shall not be liable or responsible for, and are hereby indemnified and held harmless by Seller and/or Buyer(s) from and against any and all claims and damages of any kind relating to the above-referenced sale/purchase.

By signing below the prospective Buyer(s) acknowledge that they have read and understood the five disclosures (Agency, Information, Counsel and Risk, Indemnification and Hold Harmless Disclosure) stated above.

Prospective Buyer(s): \_\_\_\_\_ Date: \_\_\_\_\_

(signatures)

Address: \_\_\_\_\_



## FINANCIAL INFORMATION

Name(s) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Assets

Cash on Hand and in Banks	\$
U.S. Government Securities	\$
Account, Loans, and Notes Receivable	\$
Cash surrender Value of Life Insurance	\$
Value of Businesses owned	\$
Other Stocks and Bonds	\$
401K, IRA, or SEP IRA (In certain circumstances retirement accounts can be used toward the purchase of a business without taxes or penalties)	\$
Real Estate	\$
Household Furnishings and Personal Effects	\$
Other Assets (Itemize)	\$
	\$
	\$

**Total Assets**      \$

### Liabilities and Net Worth

Notes Payable	\$
Liens on Real Estate	\$
Other Liabilities (Itemize)	\$
	\$
	\$

**Total Liabilities**      \$

**Net Worth**      \$

### Source of Income

Salary	\$
Dividends and Interest	\$
Bonus and Commissions	\$
Real Estate Income	\$
Other Income	\$

**Total Income**      \$

Have bankruptcy proceedings ever been instituted against you: ☐ Yes/When: \_\_\_\_\_ ☐ No

The undersigned certifies that this information was provided by him/her/they and are true and correct.

Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

*"The information set forth above has been secured directly from the above-named individual. CBI Business Advisors, Inc., dba CBI+Team, in no way guarantees the accuracy of such information, nor does it warrant any assumptions as true and correct."*

## Tell Us About Your Hobbies, Clubs, Recreational Activities

Please check boxes of interest and business types that you would be interested in owning:

- ☐ Outdoor Sports
- ☐ Indoor Sports
- ☐ Camping
- ☐ Fishing
- ☐ Hunting
- ☐ Sewing
- ☐ Arts & Crafts
- ☐ Photography
- ☐ Travel
- ☐ Music & Dance
- ☐ Community Volunteer
- ☐ Writing
- ☐ Computers
- ☐ Sports Cards & Memorabilia
- ☐ Gardening
- ☐ Boating
- ☐ Airplanes & Flying
- ☐ Collecting (stamps/coins/etc)
- ☐ Antiques & Collectibles
- ☐ Cooking & Baking
- ☐ Community Theater
- ☐ Ham Radio Operator

How did you hear about

**CBI+Central Arkansas** or

CBI+Team?

Please Circle

Newspaper      Direct Mail

Internet          Trade Magazine

Word of Mouth   Other

### **Industrial**

- ☐ Manufacturing
- ☐ Trucking
- ☐ Distribution
- ☐ Wholesaling
- ☐ Machine Shop
- ☐ Other: \_\_\_\_\_

### **Retailing**

- ☐ Carpet Store
- ☐ Furniture Store

- ☐ Children's Shop
- ☐ Men's Clothing Store
- ☐ Women's Clothing Store
- ☐ Shoe Store
- ☐ Pawn Shop
- ☐ Grocery Store
- ☐ Fresh Produce Store
- ☐ Bait & Tackle Store
- ☐ Sporting Goods Store
- ☐ Specialty Gifts
- ☐ Hardware Store
- ☐ Arts & Crafts Store
- ☐ Tire Store
- ☐ Auto Dealerships
- ☐ Health Food Store
- ☐ Motorcycle Dealership
- ☐ Stereo & TV Sales
- ☐ Jewelry Store
- ☐ Used Furniture
- ☐ Antique Store
- ☐ Boat-Marine Store
- ☐ Golf Shop
- ☐ Ice Cream Shop
- ☐ Flower Shop
- ☐ Office Equipment
- ☐ Restaurant Supply
- ☐ Veterinarian Supply
- ☐ Medical Supplies
- ☐ Convenience Store
- ☐ Other: \_\_\_\_\_

### **Food & Recreation**

- ☐ Bakery
- ☐ Donut Shop
- ☐ Deli
- ☐ Fast Food Restaurant
- ☐ Blue Plate Restaurant
- ☐ Upscale Restaurant
- ☐ Pizza Restaurant
- ☐ Boat Marina
- ☐ Resort
- ☐ Golf Resort
- ☐ Miniature Golf
- ☐ Other: \_\_\_\_\_

### **Service**

- ☐ Auto Service
- ☐ Glass Shop
- ☐ Exhaust/Brake Shop
- ☐ Muffler Shop
- ☐ Auto Lube Shop
- ☐ Building Maintenance
- ☐ TV Station
- ☐ Interior Design
- ☐ Laundry
- ☐ Dry Cleaners
- ☐ Small Motor Repair

- ☐ Electronics
- ☐ Car Wash
- ☐ Exercise Center
- ☐ Tanning Salon
- ☐ Video Production
- ☐ Advertising Agency
- ☐ Real Estate Company
- ☐ Insurance Agency
- ☐ Personnel Agency
- ☐ Collection Agency
- ☐ Abstract & Title Company
- ☐ Printing Shop
- ☐ Plumbing
- ☐ Fence Company
- ☐ Electrical
- ☐ Heating & Air Conditioner
- ☐ Roofing
- ☐ Tree Service
- ☐ Mobile Home Park
- ☐ Hotel/Motel
- ☐ Sheet Metal
- ☐ Woodworking
- ☐ Photography
- ☐ Landscaping Nursery
- ☐ Copy Shop
- ☐ Sign Company
- ☐ Mail Center
- ☐ Computer Service
- ☐ Party Service & Supply
- ☐ Banking
- ☐ Pool Company
- ☐ Newspaper
- ☐ Construction
- ☐ Publishing
- ☐ Other: \_\_\_\_\_

**Are you interested in a  
franchise?      Yes/No**

If so, what type?

- |  |  |
|--|--|
| <input type="checkbox"/> Automotive Services     | <input type="checkbox"/> Homecare & Senior Care  |
| <input type="checkbox"/> Children's              | <input type="checkbox"/> Home Based              |
| <input type="checkbox"/> Cleaning & Maintenance  | <input type="checkbox"/> Home Services           |
| <input type="checkbox"/> Computers & Internet    | <input type="checkbox"/> Mobile                  |
| <input type="checkbox"/> Education               | <input type="checkbox"/> Personnel & Staffing    |
| <input type="checkbox"/> Quick Serve/Fast Food   | <input type="checkbox"/> Pets/Animal Care        |
| <input type="checkbox"/> Full Service/Restaurant | <input type="checkbox"/> Retail                  |
| <input type="checkbox"/> Health & Fitness        | <input type="checkbox"/> Small Business          |
|  | <input type="checkbox"/> Sports & Recreation     |
|  | <input type="checkbox"/> Travel, Cruise, & Hotel |
|  | <input type="checkbox"/> Veteran's               |
|  | <input type="checkbox"/> Women's                 |
|  | <input type="checkbox"/> Other: _____            |
|  | <input type="checkbox"/> Other _____             |