

# EXIT PLANNING CHECKLIST

Ensure a smooth business ownership transition with these critical steps for long-term stability.

## 1. Assess Current Position and Future Goals

- Evaluate company's financial health
- Review leadership structure
- Define long-term business objectives
- Clarify personal goals for ownership transition

## 2. Develop a Realistic Timeline

- Start planning well in advance of potential departure
- Create a phased transition strategy with time for:
  - Leadership development
  - Financial preparation
  - Legal structuring

## 3. Identify the Right Exit Strategy

- Explore options:
  - Family succession
  - Management buyout
  - Private equity sale
  - Employee Stock Ownership Plan (ESOP)
  - Cooperative conversion
  - ESOP Holding Company
- Select strategy aligned with business values

#### 4. Select and Train Leaders for Succession

- Identify potential internal or external candidates
- Implement mentorship programs
- Provide leadership training
- Gradually increase successor responsibilities

#### 5. Address Legal and Financial Considerations

- Establish buy-sell agreements
- Determine accurate business valuation
- Consult trusted advisors
- Navigate potential tax implications

#### 6. Communicate the Plan

- Ensure transparency with:
  - Employees
  - Leadership teams
  - Key stakeholders
- Minimize uncertainty
- Build trust through clear communication

Successful ownership transition or sale of your business protects your legacy and ensures continued success.

***Looking to transition your business while preserving its legacy?*** Selling to an ESOP holding company like OwnersEdge offers cash at close, long-term growth support, and employee ownership—without the administrative burden. It's the smart way to exit with confidence. **Contact OwnersEdge for personalized exit planning support.**