

**BERNARD F. PETTINGILL JR., Ph.D.
CONSULTING ECONOMIST**

• Please return completed form to •

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CHECKLIST FOR ECONOMIC EVALUATION – BUSINESS LOSS[®]

Date: ____/____/____

Contact: (Attorney): _____

(Main Phone): _____ (Cell Phone): _____

(and Client Representative): _____

Type of Business: _____

Briefly Explain Economic Losses: _____

1. Demographics

A. Business or Client Name: _____

B. GENDER: _____ **Male / Female**

C. BIRTH DATE: ____/____/____

D. LOSS START DATE: ____/____/____

E. Mediation/Arbitration Date: ____/____/____

2. Earning / Income History and Background

A. What was the INCOME PRIOR to loss (PER YEAR) \$ _____

B. What is the INCOME NOW (PER YEAR) \$ _____

C. Have You or the Business returned to Work? (Yes) (No)

• **Full-Time / Part-Time** • **Date:** ____/____/____

• **Please describe change in Work & Income:** _____

D. Business Name at Loss Date & Now: _____

E. Nature of Business (Briefly Describe Before & After): _____

3. Records (Needed)

A. Federal income tax returns last 5 years.

B. Annual financial statements last 5 years.

C. Bank Deposit Statements (Cash Flow BEFORE & AFTER LOSS START DATE).

Other Financial Data (Optional)

a. List of fixed assets with date of acquisition and purchase amount.

b. Schedule of all real estate investments.

c. List of all subsidiaries and their annual financial statements for the last 5 years.

d. List of all other businesses in which the Company has a financial investment and their annual financial statements for last 5 years.

e. List of all notes payable with name and address of lender, original amount of note, interest rate, term of note, any scheduled balloon payments and any loan covenants.

f. List of all shareholders in Company and amount of shares owned by each shareholder.

g. Copies of appraisal reports that opine to the value of assets owned by the Company and / or subsidiaries.

Additional Data (Optional)

a. Copies of leases where the Company is either the lessor or lessee.

b. Copies of buy/sell agreements involving ownership interests in Company.

c. Copies of articles of incorporation, bylaws and amendments.

d. Details of any pending litigation involving the Company as either plaintiff or defendant.

e. Details of transactions involving purchase or sale of ownership interest in Company.

f. Copy of all employment agreements, partnership agreements, shareholders agreements, buy/sell agreements, consulting agreements, management agreements and income distribution plans.

4. Other Considerations (Please also include the following records if available).

A. Complaint

B. Interrogatories

C. Deposition transcripts of parties

D. Other relevant financial documents