



**FRANCHISE UNIT SALES CHECKLIST**

The checklist below is a good starting place for Franchisors to ensure that their sales and administrative staff have properly documented everything for a new franchise to open. Not every item will be applicable to every franchise, and some franchises may need to take additional steps. You should discuss your particular franchise concept with your advisors.

ITEM	DATE COMPLETED
Franchise Application and Pre-Qualification Requirements Sent to Applicant	
Franchise Application and Pre-Qualification Requirements Received From Applicant	
Signed Financial Statements Received From Applicant	
Applicant Interview	
Franchisor has verified ability to sell in proposed territory and state(s) where applicant(s) reside	
Decision Maker Pre-Qualification Approval	
Franchise Disclosure Document Sent to Applicant	
Signed Receipt of FDD	
Franchisor Due Diligence Completed and Decision Maker Approves Offer of Franchise	
Any Fill in the Blank Provisions (such as Territory) Agreed and Completed Agreement Provided to Applicant	
First Possible Date for Signing/Payment Calendared (14 days/10 business days from Applicant receipt of FDD AND 7 days from Applicant receipt of Completed Terms)	
If Franchisee will be an entity, Franchisee Corporate Documents including Articles of Organization/Incorporation and Operating Agreement/Bylaws/Shareholder Agreement	

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Just Prior to Signing, Franchisor Verifies that No Material Changes Have Been Made to Version of the FDD Provided to Franchisee	
Franchise Fee Received	
Franchise Agreement Signed by Franchisee	
State Specific Addenda Signed by Franchisee if Applicable	
Franchise Agreement Signed by Franchisor	
State Specific Addenda Signed by Franchisor if Applicable	
Personal Guarantees Signed by All Applicable Owners of Franchisee	
Designation of Franchise Owners and Owner with Management Responsibility	
Franchisee Acknowledgements	
Franchisee Certification of Employment Consulting	
Franchisee Online/Social Media Advertising Request	
Confidentiality/Non-Disclosure Agreement Signed by Franchisee Managers and Key Personnel Who Will Have Access to Franchisor Confidential Information	
Franchisee Site Approved	
Lease Addendum Signed by Franchisee AND Landlord Received	
Certificate of Insurance Naming Franchisor as Additional Insured	
UCC-1 Financing Statement Recorded	
Training Program Satisfactorily Completed by Each Person Required to Attend Training	
Confidential Operations Manual Provided to Franchisee	
Decision Maker Approval For Franchisee to Open	
Date Franchise Location Opened for Business	
Franchise Renewal Date Calendared with 6 month Reminder	

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