

Information for the valuation and or sale of your dental practice

While this may seem like a lot of information, it is needed and will assist with the sales process when your buyer does their Due Diligence, so please complete as much as you can.

Reason for sale _____

The practice summary details can be filled in online at:
<https://www.lanz.dental/practice-sales/sellers/practice-summary/> Then continue with the list below.

Financials

- Financial statements (or management accounts) for the past financial year ending 31 March, along with financial statements for the two previous years.
- Your most recent management accounts or cash book (by month) to last month.

Reports (Exact or similar)

- Exact report with breakdown of revenue by clinician, by month, for the past two years ended 31 March, and the current months of this financial year.
- Exact report with breakdown of revenue, by service code, for the same periods above.
- New patient numbers for the same periods above.

Software

- Xero or name of other accounting software _____
- Name of payroll software _____
- Exact or name of other practice management software _____

Staff

- List of all employees and contractors - their roles, hours and rates of pay.
- Are there any family members working in the practice?
- What are the contractual liabilities of staff?
- Is the Principal clinician staying? And if so, for how long can they commit?
- Staff retention status. Who is leaving? Who is staying and for how long?
- Health of the Principal (any medical issues?)
- Do you need any additional staff? Yes / No

Payroll

- Dentists / Hygienists – commission % and/or salaries paid
- Provide a payroll report for the last financial year which gives details of all wage/salary/commission used, so we can separate payments for yourself, other clinicians, hygienists, dental assistants and other support staff.

Ownership

- What is the ownership structure of the practice?
- If there is a Trust, please provide a copy of the Trust Deed.

Lease

- Please provide a signed copy of the lease.
- Please provide a signed copy of any extension or renewal.
- Do you own the land and building? And if yes, are you selling the property as well as the practice?

Assets

- Latest fixed asset register – for the current financial year ending 31 March and any assets bought since balance date.
- Does any existing equipment need replacing or is there any new equipment planned?
- Is any equipment leased?

The Practice

- Number of surgeries? Is there room for more surgeries and expansion?
- Is there a separate management company operating as part of the practice? If yes, please provide set of accounts for the past two years.
- Provide photographs of the practice, including all rooms - surgeries, reception, lab, storage, staff room, steri room, inside and outside.
- Provide a short video showing major features (using your phone should be adequate). No sound required.

Website/Marketing

- Do you have a website? Yes / No
- Is your website up to date with staff, services, hours?
- Do you advertise anywhere on a regular basis? (newspaper, online, billboards, radio, etc.)

Other

- Are your patient records digitised? Yes / No
- Do you have any plant hire, loans, hire purchase that new owners need to be aware of?

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- Is there wheelchair access? Yes / No
 - Parking (off street/private/How many?) _____

Is there anything else you think LANZ or any prospective purchaser needs to be aware of?

We also need your full name, address, phone number, and company name, to get the sales process underway. Please forward all the above documentation to us at toni@lanz.dental. And feel free to contact us on 021 229 7070 if you have any questions.