SELLER CHECKLIST

Is it worth a closer look?

Two short sections: legal (can it be licensed, and who signs?) and technical (what still exists, and can anyone reach it?). Answer yes, no or unknown. Each question says who can usually answer it. Nothing you enter here leaves your browser.

> **Before you start:** don't export, copy or send any files to answer these questions. Read totals from admin or billing screens if they're easy to find. "Unknown" is a fine answer, and it tells us who to ask next.

A quick go / no-go screen

Use this first. It is how we decide whether a closer look is worth everyone's time. A "Go" only means we continue screening — it is not a prediction that a buyer will make an offer. Legal questions (who can sign, liens, prior sales) and technical questions (systems, access, counts) stay in separate buckets.

Hard filters, from public information

> **Whole-company closure.** Every location is closed or closing. A single closed branch of a still-operating company is a no-go.
>
> **50–1,000 employees** at peak or last known. (We raised the floor from 25.)
>
> **3+ years** of operating history.
>
> **United States.**
>
> **Written-work-heavy office work** — software, advertising, consulting, staffing, business services, insurance agencies, engineering or accounting (SIC 7371–7379, 7311, 8742, 7361, 7389, 6411, 8711, 8721).
>
> **Closed or closing within about the last 24 months,** or announced / in Chapter 7 / a WARN notice.
>
> **A clear authority holder** — trustee, executor, owner, or counsel who can confirm who signs.

Knockout questions, on the first call

1. **Do the systems still exist, and can someone log in or export?** Help desk, CRM, project tools, shared drives. If everything is wiped, or subscriptions lapsed with no export, we stop.
2. **Is there real written work, with rough counts?** Tickets with replies, project threads, documents. Calendars and email signatures alone are not enough. A rough count is fine; don't export or send the data yet.
3. **Can someone sign off — and is there a reason they can't?** Name the person who can approve a license. We hold or stop if a lender lien, a prior sale of the data, or a customer contract already forbids it.

> **Pre-check, before any buyer is approached.** Ask for a screenshot of the system dashboards or a count report — not the underlying records. If the volume looks thin, we stop before taking a buyer's time. Nothing moves without your written approval.

Verdict

GO

- Every hard filter is met (or a close is announced / in Chapter 7 / WARN inside the window).
- Systems are reachable or an export already exists, and there is real written work with at least a rough count or a dashboard screenshot on the way.
- Someone can sign, and no known lien, prior sale, or forbidding contract stands in the way.
- Next step: complete the pre-check, then the checklist below. Do not approach a buyer yet.

MAYBE

- Most hard filters are met, but size, years, or the close date still need confirming — or the only date is a deletion code rather than a verified shutdown.
- System access, volume, or the signer is unclear, but there is someone to ask.
- Next step: clear the unknowns. Do not approach a buyer until they are resolved.

NO-GO

- Any hard filter fails, systems are wiped or lapsed with no export, there is no real written work, no one can sign, or a lien, prior sale, or contract already blocks a license.
- Park the matter politely. Reopen only if the facts change.

There is no published figure for how often a buyer accepts a seller's sample, and we do not invent one. micro1's CEO has said the smallest companies rarely make it through, because they lack volume or complexity. A Pewter Data public guide also notes that some sellers receive no offer after review. Those are reasons to screen early — not a percentage we can quote as your odds.

Legal: can it be licensed, and who signs?

Not legal advice. Your counsel confirms these answers for your matter.

L1. Who has legal authority to license the company's records today?

Holding passwords or computers is not the same as the right to license.

Who can answer: Owner/board, executor, trustee, assignee or receiver; confirmed by counsel

○ Yes ○ No ○ Unknown

L2. Is there a bankruptcy, ABC, receivership or probate matter? If so, which court and case?

This decides who signs and whether approval is needed.

Who can answer: Trustee, assignee, executor or counsel

○ Yes ○ No ○ Unknown

L3. Have any company assets already been sold, and did that sale include data, IP or computers?

An earlier asset sale may have transferred the records.

Who can answer: Trustee, counsel or owner

○ Yes ○ No ○ Unknown

L4. Does a lender, landlord or anyone else claim the computers, servers or records?

Liens and claims can limit what can be licensed.

Who can answer: Counsel or trustee

○ Yes ○ No ○ Unknown

L5. Did client contracts or NDAs restrict how client information could be used?

Client-owned or confidential material is often excluded.

Who can answer: Owner, former operations lead or counsel

○ Yes ○ No ○ Unknown

L6. Do the systems contain privileged legal communications?

Privileged material is normally excluded.

Who can answer: Counsel

○ Yes ○ No ○ Unknown

L7. Do the systems contain sensitive data: HR files, health records, payment cards, ID numbers or anything about children?

These need special handling or exclusion.

Who can answer: Former HR/operations lead or counsel

○ Yes ○ No ○ Unknown

L8. Has the data ever been licensed or promised to anyone else, especially exclusively?

An earlier exclusive deal can block new buyers.

Who can answer: Owner or counsel

○ Yes ○ No ○ Unknown

L9. What did the company's privacy notices and employee policies say about data use?

This affects what personal information can be used.

Who can answer: Owner or counsel

○ Yes ○ No ○ Unknown

L10. Will a court, creditors or a board need to approve a license?

Approvals can add steps and time.

Who can answer: Trustee, assignee or counsel

○ Yes ○ No ○ Unknown

L11. Who will review agreements for the seller?

Every agreement should be reviewed by the seller's counsel.

Who can answer: Owner, executor or trustee

○ Yes ○ No ○ Unknown

Technical: what still exists, and can anyone reach it?

Early technical-access check: we confirm a contact can reach the systems before anyone pays for technical work.

T1. Who handled IT: a former IT manager, an outside provider or nobody?

This is the single most useful contact. If nobody knows the systems, recovery may not be worth paying for.

Who can answer: Owner or former office manager

○ Yes ○ No ○ Unknown

T2. Are the main accounts (email, chat, CRM, ticketing, file storage) still active and paid?

Lapsed accounts are often deleted within weeks or months.

Who can answer: Admin holder or IT contact

○ Yes ○ No ○ Unknown

T3. Who holds the admin logins now? (Don't share the logins, just who has them.)

Someone with admin access will be needed for counts and exports.

Who can answer: IT contact or owner

○ Yes ○ No ○ Unknown

T4. Which systems did the company use, and for how many years?

Several connected systems over several years usually fit buyers best.

Who can answer: IT contact and department leads

○ Yes ○ No ○ Unknown

T5. Do servers, backups or company laptops still exist? Where are they?

Older records sometimes survive only in backups.

Who can answer: IT provider, trustee or owner

○ Yes ○ No ○ Unknown

T6. Do records link across systems, e.g. ticket numbers, order numbers or customer IDs that appear in email and CRM?

Linked records show how work actually flowed.

Who can answer: Former operations lead or IT contact

○ Yes ○ No ○ Unknown

T7. Is there continuous history with outcomes, such as resolved tickets, closed deals or paid invoices?

Outcomes let buyers check whether an AI got the task right.

Who can answer: Former operations or sales lead

○ Yes ○ No ○ Unknown

T8. Roughly how big is each system, read from admin or billing screens? (No exporting.)

Counts help scope a deal. Estimates are fine.

Who can answer: Admin holder

○ Yes ○ No ○ Unknown

T9. Are there announced deletion dates, retention policies or free-plan limits?

This sets how urgent the next steps are.

Who can answer: IT contact or admin holder

○ Yes ○ No ○ Unknown

T10. Is there a former employee who could explain how the workflows and procedures ran?

Written procedures plus someone who can explain them add value.

Who can answer: Owner

○ Yes ○ No ○ Unknown

T11. Were specialist systems used, such as CAD/BIM (e.g. Revit), ERP or supply-chain tools?

Listed separately. Buyer interest in these is case by case and not assured.

Who can answer: IT or engineering lead

○ Yes ○ No ○ Unknown

T12. Are most records in English?

Many buyers currently prefer English-language records.

Who can answer: Owner

○ Yes ○ No ○ Unknown

Systems inventory (optional)

List what you know. Rough years and sizes are fine.

CATEGORY	TOOL NAME	YEARS	APPROX. SIZE	STATUS	ADMIN HOLDER
Chat & email Slack, Microsoft Teams, Google Chat; Gmail/Google Workspace, Outlook/Microsoft 365	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role
Support & IT ticketing Zendesk, Freshdesk, ServiceNow, Jira Service Management, Intercom, Help Scout	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role
CRM & sales Salesforce, HubSpot, Pipedrive, Zoho, Dynamics	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role
Projects & tasks Jira, Asana, Monday.com, Trello, ClickUp, Basecamp, Smartsheet	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role
Procedures & playbooks SOPs, process manuals, escalation and exception guides	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role
Knowledge base & files Confluence, Notion, SharePoint, Google Drive, Dropbox	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role

Finance & operations QuickBooks, NetSuite, Xero; invoicing, work orders, dispatch	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role
Code GitHub, GitLab, Bitbucket, with issues and reviews	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role
Specialist systems (optional) CAD/BIM (AutoCAD, Revit), ERP, supply-chain, estimating	e.g. Slack	2016–2025	e.g. 40K msg	Unknown	name/role

What tends to raise interest

- Linked history across tools with stable IDs and timestamps
- Problem → action → outcome visible in the records
- Variety of real work and exceptions, not one huge repetitive dump
- Multi-year, continuous history
- Written procedures plus the real cases that show how they were applied

Protect the records now

- Keep accounts paid and active while you decide
- Keep the admin logins; note renewal dates
- Don't mass-export or delete anything
- Note who has authority to decide
- Confirm any new or changed payment instructions by phone, never by email alone