* **Find a Restaurant**
  + Research available restaurants
  + (optional) Find a restaurant broker
  + **Secret shop**
    - Restaurant 1: \_\_\_\_\_\_\_\_\_\_\_\_
    - Restaurant 2 :\_\_\_\_\_\_\_\_\_\_\_\_
    - Restaurant 3: \_\_\_\_\_\_\_\_\_\_\_\_
* **Secure an attorney**
  + Appraise restaurants you are considering
* **Get Funding**
  + Assess available personal funds
  + Apply for Small Business Loans
  + Seek investors
    - Have the attorney create investor agreement
* **Negotiate with Seller**
  + Clarify what is included in sale
    - Lease
    - Business identity
    - Branding
    - Equipment
    - Permits
    - Licenses
    - Insurance policies
    - Operational documents
    - Inventory
    - Attorney creates Letter of Intent
    - **Perform Due Diligence**
    - Assess lease terms
    - Review financial statements
    - Review insurance policies
    - Review permits & licenses
    - Review tax history
    - Look for patents and trademarks
    - Review personnel documents and salaries
    - Review vendor contracts
    - Ask about “grandfather” clauses
  + **Complete Purchase**
    - Set closing date
    - Schedule transition
    - Draft purchase agreement
    - Sign purchase agreement
    - **Change the locks!**