

Buyer pack checklist



Valuation	A building valuation to support the asking price of the premises	<input type="checkbox"/>
	Any current guarantees on building or improvement works	<input type="checkbox"/>
Practice Accounts	From the past three to five years detailing turnover/growth in profit	<input type="checkbox"/>
Practice Audits	<ul style="list-style-type: none">• Time analysis	<input type="checkbox"/>
To confirm sound financial basis for hourly rate including:	<ul style="list-style-type: none">• Fee analysis	<input type="checkbox"/>
	<ul style="list-style-type: none">• Attendance analysis	<input type="checkbox"/>
	<ul style="list-style-type: none">• Re-categorisation of patients	<input type="checkbox"/>
Practice Manual	<ul style="list-style-type: none">• Practice protocols	<input type="checkbox"/>
To confirm the practice meets/exceeds all legislative standards including:	<ul style="list-style-type: none">• Inventory of equipment	<input type="checkbox"/>
	<ul style="list-style-type: none">• External service contracts for equipment, waste, maintenance etc.	<input type="checkbox"/>
	<ul style="list-style-type: none">• Insurances and warranties	<input type="checkbox"/>
	<ul style="list-style-type: none">• Lease arrangements	<input type="checkbox"/>
Staff Files	<ul style="list-style-type: none">• Contracts, references, copy of qualifications	<input type="checkbox"/>
To support the value of current staff to the business including:	<ul style="list-style-type: none">• Appraisal documents and PDPs	<input type="checkbox"/>
	<ul style="list-style-type: none">• CPD/training and development logs	<input type="checkbox"/>
	<ul style="list-style-type: none">• Immunisation logs	<input type="checkbox"/>
	<ul style="list-style-type: none">• Job descriptions	<input type="checkbox"/>
	<ul style="list-style-type: none">• Roles and responsibilities	<input type="checkbox"/>
Patients	<ul style="list-style-type: none">• Patient Oral Health Monitoring System	<input type="checkbox"/>
	<ul style="list-style-type: none">• Patient Questionnaire results	<input type="checkbox"/>
	<ul style="list-style-type: none">• Any other patient feedback	<input type="checkbox"/>
	<ul style="list-style-type: none">• Current NHS contract value and terms (if applicable)	<input type="checkbox"/>
Local Area	<ul style="list-style-type: none">• Local information for schools, amenities and transport links etc.	<input type="checkbox"/>
	<ul style="list-style-type: none">• Any reports from CQC, RQIA or HIW	<input type="checkbox"/>

