



Station Buyer's Due Diligence Checklist

- Complete financial statements for at least two years past, plus latest P & L for the current year to date (the more current the better)
- If Real Estate is included in the sale, please describe in detail
- If you own tower(s) included in the sale, please describe in detail (make, year, etc.). If not owned, please describe the lease terms in detail
- Please detail the make, model, year of your transmitter(s) included in sale. Also include descriptions of any other major equipment ie. board(s), computer system
- A detailed list of personnel by job title, indicating salary or wages for each
- A copy of all contractual obligations to be assumed by the buyer; wire service contracts, jingles, programming and production aids or other similar services, personnel contracts not terminable at will, network affiliation agreements and leases on land, buildings or equipment.
- Copies of your asset depreciation schedule and/or a complete inventory of the assets to be sold
- Copies of ratings books or other audience measurement data (if available)
- Copies of applications for any pending facilities change and all documents pertinent thereto
- Copies of rate cards, coverage maps, printed promotional materials
- Detailed information on your market (usually obtainable from your Chamber of Commerce)
- Any information relative to adverse FCC actions pending, or pending litigation
- Any other documents or information which might affect a new owner's operation of the station, financially or otherwise
- Changes in any other facilities in your market of which you may be aware (upgrades, acquisitions/divestitures)
- Station Website (domain registration, hosting agreement, etc.)