DUE DILIGENCE DOCUMENT CHECKLIST

The documents investors and lenders usually ask for, so you can gather them before anyone asks.

TYPE: CHECKLIST REVIEWED: NOVEMBER 2026 TIME: USE OVER SEVERAL WEEKS LEVEL: INTERMEDIATE

AT A GLANCE

- Tick off each document as you add it to your data room. See **R-21 Setting Up a Data Room**.
- Not every business needs every item. Skip what doesn't apply, and note why.
- Folder numbers match the data room structure in **R-21 Setting Up a Data Room**.

01 Overview

- ☐ Pitch deck
- ☐ One-page summary or one-page business plan
- ☐ Use-of-funds plan (R-25)

02 Corporate

- ☐ Formation documents (articles of organization or incorporation)
- ☐ Operating agreement or bylaws, with all amendments
- ☐ EIN confirmation letter
- ☐ Certificate of good standing from your state
- ☐ Board or member approvals for major decisions

03 Ownership

- ☐ Current cap table (R-16)
- ☐ All SAFEs, convertible notes and investment agreements
- ☐ Stock or unit certificates, option grants and option plan
- ☐ Founder vesting and co-founder agreements

04 Financials

- ☐ Profit and loss statements: last 2 to 3 years and year to date
- ☐ Balance sheets: last 2 to 3 years and current
- ☐ 12 months of bank statements
- ☐ Financial forecast for the next 2 to 3 years
- ☐ Debt schedule: every loan, balance, rate and payment
- ☐ Accounts receivable and payable lists

05 Taxes

- ☐ Business tax returns: last 2 to 3 years
- ☐ Sales tax filings, if applicable
- ☐ Payroll tax filings, if you have employees
- ☐ Proof there are no unpaid tax balances, or a payment plan

06 Customers

- ☐ Top customers and their share of sales
- ☐ Key customer contracts
- ☐ Retention, repeat purchase or churn data
- ☐ Reviews, testimonials and references willing to take a call

07 Contracts

- ☐ Lease
- ☐ Key supplier and vendor agreements
- ☐ Loan and equipment financing agreements
- ☐ Partnership and licensing agreements

08 Intellectual property

- ☐ Trademark registrations or applications
- ☐ IP assignment agreements from founders, employees and contractors
- ☐ Software, content and data licenses

09 Team

- ☐ Organization chart
- ☐ Founder and key team bios
- ☐ Employment and contractor agreements for key people

☐ Employee handbook and payroll summary

10 Compliance and insurance

☐ Business licenses and permits, current
☐ Insurance policies and certificates
☐ Any lawsuits, claims or disputes, with status
☐ Any required environmental, health or safety inspections

Before you share

☐ Numbers match across your deck, statements and tax returns
☐ Personal data that isn't needed is removed
☐ An index lists every document
☐ A short list of known issues and fixes is ready

Where to go next

- **R-20 Getting Ready for Due Diligence**
- **R-21 Setting Up a Data Room**
- **UD-06 Getting Ready to Meet Investors in Our Network**

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