



ASSOCIATES INC.

**111 Water Street, P. O. Box 70**

**Exeter, NH 03833**

**P/603.658.0004 - F/603.658.0222**

[auto@nancyphillips.com](mailto:auto@nancyphillips.com) - [www.nancyphillips.com](http://www.nancyphillips.com)

Thank you for your interest in our dealership brokerage service.

In order to disclose confidential details on any of the dealerships represented by Nancy Phillips Associates, Inc., please complete the enclosed forms and return them to us. The information you provide is held in strict confidence and discussed with a selling dealer only after you have expressed interest specifically in his or her business.

Once you have registered with us you will be contacted whenever a dealership is listed that meets your specifications and financial requirements. This service will continue until we find the dealership that you desire.

Please note the fifth paragraph of the Confidentiality Agreement. The fee referred to is applicable only if you complete the purchase of a dealership represented by Nancy Phillips Associates and covers services rendered during the course of this agreement. If there are two partners purchasing a dealership, the fee is only charged once.

If you have any questions relative to the information requested, do not hesitate to call. In order to expedite the process, you may return your forms by fax to 603-658-0222. We look forward to working with you.

Sincerely,

*Nancy Phillips*

# CONFIDENTIALITY AGREEMENT AND SERVICE CONTRACT

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** Nancy Phillips Associates, Inc.  
Post Office Box 70  
Exeter, NH 03833

\_\_\_\_\_  
(Your full name – please print) (Referred to as BUYER) agrees to respect the confidentiality of each dealership owner whose business is represented to BUYER by Nancy Phillips Associates, Inc. (referred to as NPA).

BUYER will not disclose any information received from NPA or the dealership owner, including the fact that the business may be for sale, to any other person except the BUYER'S professional advisors, who likewise shall not disclose said information to any person, firm or entity.

BUYER will not contact the automobile manufacturer or franchisor whose products are represented; or any employee, supplier or customer of the business without the consent of the dealership owner.

All correspondence, inquiries, offers to purchase and negotiations relating to the business and real estate of the dealership shall be conducted through NPA. All dealership information provided shall be returned to NPA upon demand.

Notwithstanding the fact that NPA may receive fees and commissions from others, including the SELLER, the BUYER shall pay to NPA a fee of Six thousand dollars (\$6,000) if BUYER or any entity created by BUYER purchases a dealership (or substantial portion of the assets thereof) which is presented by NPA to BUYER. This fee shall be paid to NPA by the BUYER at closing of the purchase.

BUYER shall indemnify NPA and hold NPA harmless from any claim made by any person related to or arising out of a breach of the confidentiality obligations set forth herein.

This Agreement shall remain in full force and effect until terminated by either party upon receipt of 90 days written notice.

\_\_\_\_\_  
(Your full name - signature) Date

## DEALER CANDIDATE INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. The franchises you prefer are:  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_
2. The locations you prefer by area and state are:  
\_\_\_\_\_
3. Would you relocate? yes \_\_\_\_\_ no \_\_\_\_\_
4. What size dealership, based on annual new unit sales, do you desire?  
100 to 300 \_\_\_\_\_ 300 to 500 \_\_\_\_\_ 500 to 800 \_\_\_\_\_ 800 and above \_\_\_\_\_
5. The amount of unencumbered cash you have available to invest is:  
\$ \_\_\_\_\_  
Other sources of funds: \$ \_\_\_\_\_  
\$ \_\_\_\_\_
6. Are your funds immediately available? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, explain: \_\_\_\_\_
7. Will you be: sole owner \_\_\_\_\_ have a working partner \_\_\_\_\_  
have an investing partner \_\_\_\_\_
8. Partner: Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_
9. Have you ever been named on paragraph 3 of any dealership agreement?  
yes \_\_\_\_\_ no \_\_\_\_\_ If yes, specify: \_\_\_\_\_
10. If you are currently employed as a General Manager indicate the CSI or equivalent of the dealership you are operating: Above average \_\_\_\_\_ Average \_\_\_\_\_  
Below average \_\_\_\_\_
11. Have you ever been declared bankrupt? no \_\_\_\_\_ yes \_\_\_\_\_  
If yes, explain: \_\_\_\_\_
12. Please provide 3 references for verification of your automotive qualifications:  

Name	Position	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
13. If you intend to be an investor only, please attach the resume and financial statement of your proposed operator.
14. Please attach your resume and financial statement. If unavailable, complete the appropriate sections of page 2, Background and Financial Information.

## BACKGROUND INFORMATION

### Personal:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Bus. Tel: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_

### Education:

High School: \_\_\_\_\_

College: \_\_\_\_\_

Other: \_\_\_\_\_

Location: \_\_\_\_\_ Yrs: \_\_\_\_\_

Location: \_\_\_\_\_ Yrs: \_\_\_\_\_

### Present or last employment:

Company: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

### Previous employment:

1. Company: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Company: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Company: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## FINANCIAL INFORMATION

### Assets

Cash Available \$ \_\_\_\_\_

Stocks/Bonds \$ \_\_\_\_\_

Real Est/Home \$ \_\_\_\_\_

Real Est/Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Assets \$ \_\_\_\_\_

### Liabilities

Accounts Payable \$ \_\_\_\_\_

Bank Loans \$ \_\_\_\_\_

Mortgage/Home \$ \_\_\_\_\_

Mortgage Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Liabilities \$ \_\_\_\_\_

Total Net Worth \$ \_\_\_\_\_

### Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**