

— FOR SELLERS

Seller — Transition Checklist

Selling well is the product of preparation, not luck. This checklist covers the full arc — from the groundwork that maximizes value to the handoff that protects your patients, team, and legacy.

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Selling the practice you built is rarely just a transaction. It is the culmination of a career, and the way you transition affects your patients, your team, and the legacy you leave behind — not to mention the price you ultimately receive. The sellers who do best are the ones who prepared long before they listed.

This checklist covers the full arc, from the groundwork that maximizes value to the handoff that protects everyone involved.

Prepare early — ideally years out

- ✓ **Clean up your financials.** Three to five years of clear, well-documented books with defensible add-backs are the foundation of a strong valuation.
- ✓ **Reduce owner dependence.** If you personally produce the vast majority of the practice's revenue, buyers will discount their offers. Building associate or hygiene production ahead of time directly protects your value.
- ✓ **Strengthen the recurring base.** Healthy hygiene recall and a stable, active patient base signal durable, predictable cash flow — exactly what buyers pay premiums for.
- ✓ **Address deferred maintenance.** Aging equipment and tired facilities give buyers reasons to negotiate down. Fixing them first can pay for itself.

WHY TIMING MATTERS

The single most common and expensive mistake sellers make is waiting until they are ready to leave to start preparing. The practices that command premium offers are the ones whose owners began positioning them two to five years before the sale. A valuation today tells you exactly what to work on.

Go to market the right way

- ✓ **Get an independent valuation.** Know what your practice is worth in the current market before you entertain any offer.
- ✓ **Decide on the type of buyer.** Doctor-to-doctor, DSO, or partnership — each has different implications for price, structure, and your post-sale role.
- ✓ **Create competitive tension.** A represented process with multiple interested buyers consistently produces stronger terms than a single private negotiation.

- ✓ **Understand offer structure.** Cash at close, earnouts, equity rollover, and post-sale employment terms can make two identical headline prices worth very different amounts.

Execute the transition

- ✓ **Plan the patient communication.** A thoughtful, reassuring handoff protects retention — which protects the value the buyer is paying for.

- ✓ **Support your team through the change.** Staff continuity is critical; transparency and care here pay dividends for everyone.

- ✓ **Define your post-sale role.** Whether you stay for a few months of overlap or longer, set clear expectations in writing.

- ✓ **Handle the real estate.** If you own the building, decide whether to sell it, lease it to the buyer, or hold it as income — each can be a meaningful part of your outcome.

A great transition is one where the practice keeps thriving, the patients stay cared for, the team stays intact, and you walk away with the full value of what you built. That outcome is the product of preparation, not luck.

This checklist is general educational information for dental practice owners considering a sale and does not constitute legal, tax, or financial advice. Consult qualified advisors for guidance specific to your situation.

Thinking about selling — even years out?

A complimentary valuation tells you what your practice is worth today and what to work on now. No obligation.

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