

**Checklist**

Task	When	Details	Done
Business Plan	2 months before	You can download a business plan <a href="#">here</a> .	
The Business	1 month before	Talk to both the outgoing tenant and your Operations Manager to establish details such as opening hours, teams, and general local knowledge.	
Inventory	1 month before	If you are buying the tenants fixtures and fittings we recommend you arrange a valuation between you and the outgoing tenant.	
Licensing	2 months before	Every pub needs a Designated Premises Supervisor (DPS) – in most cases that will be you.	
Insurance	As soon as possible	Your insurance needs to be effective from day 1 – don't leave it until the last minute as you won't get the best deal.	
Utilities	2 weeks before	We all know that it pays to shop around for your gas and electricity suppliers. We can give you some idea of current rates on offer by various companies.	
Stocktaker	2 weeks before	You will be buying the stock on site from the outgoing tenant. This will need to be independently valued. Thereafter we recommend that you have stocks done on a monthly basis, at least to begin with. A stocktaker is a valuable adviser who will identify stock profits/losses and will advise you on your pricing structure and margins.	
Staff	1 month before	Any existing staff on the payroll will automatically transfer to you. You will need to establish the staffing levels and hours they cover and decide what you require. Any necessary changes will require careful handling.	
Suppliers	2 weeks before	Consider what supplies you will need and identify the businesses you wish to deal with. Things like cleaning materials, bottled gas, snacks, and if you are running a food outlet, check the local butcher, greengrocer, etc.	
Bookings	2 weeks before	Discuss with the outgoing tenant whether there are any bookings in place for functions. Establish if any deposits have been paid and introduce yourself to the person who made the booking to reassure them that their function is still in the diary.	
Useful contacts	1 week before	Identify local resources for any repairs and maintenance requirements that may occur. The outgoing tenant may well have some useful contacts.	