



## **STANDARDIZED CONFIDENTIALITY AGREEMENT AND CONFIDENTIAL BUYER PROFILE FORM**

The Colorado Association of Business Intermediaries, Inc. (CABI) has developed a standardized Confidentiality Agreement and Confidential Buyer Profile Form for prospective buyers to use when working with business intermediaries in the state of Colorado. Many of the intermediaries in our state will accept these forms in lieu of their company's forms. You may find that some intermediaries have forms specific to their firm or their client that they will ask you to complete instead of the following standardized forms.

In Colorado, there are different types of agency relationships between the intermediary and the buyer and seller. Attached is a Brokerage Disclosure form which is shown for informational purposes. You, as the buyer, do not need to complete this form at this time. The intermediary will complete and return this Brokerage Disclosure form disclosing his or her agency relationship when he or she returns the signed Confidentiality Agreement to you.

### **I. HOW TO COMPLETE THESE FORMS**

**Confidentiality Agreement** - If you are an individual, please fill in the first blank at the top of the form and mark "N/A" in the blanks referencing a company name or type of company. Please fill in the date but leave the name of the brokerage firm blank so that you can use this form with more than one firm. Then fill in the bottom left hand portion of the form and sign where it says "Individually".

If you have formed a company, please fill in the first blank at the top of the page as well as your company's information. Please fill in the date but leave the name of the brokerage firm blank so that you can use this form with more than one firm. Then fill in the bottom left hand portion of the form signing both for your company and individually.

**Confidential Buyer Profile Form** – The purpose of this form is to help the intermediary determine if you have the financial capability and business skills needed for the business you are inquiring about. Please complete this form as fully as possible and if available, include a copy of your resume.

### **II. SENDING THESE FORMS TO A BUSINESS INTERMEDIARY**

Once you have identified a business that might be of interest to you, please fax or scan and email all of the completed forms to the business intermediary representing that business. The intermediary will then fill in the brokerage firm's name and will sign the bottom right hand portion of the Confidentiality Agreement. The intermediary will also complete the Brokerage Disclosure form and will mark the appropriate relationship between you and the broker. The intermediary will then fax or email the signed Confidentiality Agreement and Brokerage Disclosure forms to you for your records.

A list of all CABI members is available on the CABI website, [www.coloradobusinesses.com](http://www.coloradobusinesses.com).