



**PRACTICE SALES &  
APPRAISALS**

818.999.9595

## **New Owner Checklist**



- Verify Supplies**
- Inspect Equipment**
- Get Stationary**
- Open Business Account**
- Secure Business License**
- Application to DEA for new location**
- Prescription Forms**
- Post Notice of Fictitious Business Name in Local Newspaper**
- Secure Change of Fictitious Business Name from City**
- Inform Malpractice of Change of Address**
- Inform Board of Change of Address (change of place of practice)**
- Secure Billing Provider # with Insurers**
- Secure Applications from HMO Companies**
- File New Fee Schedule with Insurers**
- Change over Telephone Number and Utilities**
- Secure Disability Insurance**
- Secure Workman's Compensation Insurance**
- Secure Office Liability Insurance**

***Should you have any questions on this or other materials, please feel to contact your professional practice broker – Practice Sales & Appraisals - (818) 999-9595.***