ETHOSDATA

Private Equity Data Room Checklist

A one-page preparation guide for fundraising, due diligence and exit

Use this checklist before inviting LPs, bidders, lenders, advisers or other external reviewers.

01 Fund & LP materials

- [ ] Fund strategy and track record
- [ ] Fund terms and governance documents
- [ ] LP reports and updates
- [ ] Team and investment committee overview

02 Corporate & legal

- [ ] Organisation chart and cap table
- [ ] Material contracts
- [ ] Litigation summary
- [ ] IP and licences

03 Financial & tax

- [ ] Historical financial statements
- [ ] Management accounts and budget
- [ ] Tax filings
- [ ] Debt and financing documents

04 Commercial

- [ ] Customer and revenue analysis
- [ ] Market and competitor data
- [ ] Pipeline and key contracts
- [ ] Pricing and terms

05 Operations, IT & HR

- [ ] Key employee agreements
- [ ] Headcount and organisation data
- [ ] IT systems and cybersecurity
- [ ] Supplier agreements

06 Compliance & ESG

- [ ] Regulatory licences
- [ ] Policies and compliance records
- [ ] ESG and sustainability reports
- [ ] Insurance policies

Before launch: confirm the cap table and contract set are final, apply separate permission groups for each LP or bidder, and name who owns updates and the Q&A queue.

A prepared room gives LPs, bidders and lenders a clear structure while the deal team keeps control of what is shared, with whom and when.

EthosData is part of Ideals. Checklist categories should be adapted to the fund, transaction and jurisdiction, and confirmed with legal and financial advisers. ethosdata.com/private-equity-data-room/

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