

HOA FINANCIAL STATEMENT AND TAX RETURN ENGAGEMENT LETTER REQUEST

Please provide a proposal for the following service(s):

- | | |
|--|--|
| <input type="checkbox"/> Audited Financial Statements | <input type="checkbox"/> Compiled Financial Statements |
| <input type="checkbox"/> Reviewed Financial Statements | <input type="checkbox"/> Tax Preparation |

For Fiscal Year Ended (Month/Year) _____

General Information

- This Association has never had a financial statement audit, review, or compilation.
- This Association had an audit, review, or compilation last year. **(Please provide a copy.)**
- This Association filed a tax return last year. **(Please provide a copy.)**

If the Association has had a prior review, audit, or compilation performed,
has the CPA who performed this service been paid? _____

Are there any disagreements with the prior CPA over accounting principles? (Please describe below.)

Is the Association self-managed or managed by a community management company? _____

Please provide the name of the management company if applicable. _____

Association name: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Is this a condominium or planned unit development? _____ Total number of units: _____

Does the Association have any sub-Associations? _____ How many? _____

Will the financial statements be prepared on a cash, modified cash, or accrual basis of accounting? _____

- Have there been any unusual items?
- | | | |
|---|---|--|
| <input type="checkbox"/> Change in Accounting Basis | <input type="checkbox"/> Litigation | <input type="checkbox"/> Special Assessments |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Developer Activity | <input type="checkbox"/> Management Transition |

Please send the proposal to:

Name: _____ Email address: _____

Phone: _____ Address: _____

Position: _____ City: _____ State: _____ Zip Code: _____

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