
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.)

If an audit or review was performed in the previous year, have the CPA recommended journal entries been posted? _____

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"/> Litigation | <input type="checkbox"/> Special Assessments |
| <input type="checkbox"/> Change in Accounting Basis | <input type="checkbox"/> Developer Activity | <input type="checkbox"/> Management Transition |
| <input type="checkbox"/> Other: _____ | | |

Please send the proposal to:

Name: _____ Email address: _____

Phone: _____ Address: _____

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