



## Bid Process Information

\_\_\_\_\_  
Manager/Key Contact (self-managed)

\_\_\_\_\_  
Management Company

\_\_\_\_\_  
Date Prepared

### **Please Attach the Following Documents:**

- 1). Financial Statement (Audit Period Year-End or Year-to-Date)
- 2). Audit Year Budget
- 3). Prior-Year Audit Report (if applicable)

### **Management Company info (or Self Managed, as applicable):**

1. Have you managed the Association all through the year you wish to audit?  Yes  No  
If not, date your management began:  
Do you feel that you received a complete set of books from the prior management company?  
 Yes  No Previous Management Co:

2. Who is the (internal) accountant assigned to the association? \_\_\_\_\_

Space for additional information regarding management transition or any question below:

### **Association Information:** There is additional space on page 2 which can be used for any of these questions if needed.

7. Name \_\_\_\_\_
8. Fiscal year end/audit year end date
9. Is this the first year of operations and/or a developer transition?  
 First Year  Developer Transition  Both  Neither
10. Type of Association:  WA HOA Act  WA Condo Act [ Old Act or  New Act]
11. Number of residential units: \_\_\_\_\_ Number of commercial units: \_\_\_\_\_
12. Location (City, State)?
13. Was there an audit done last year? No Yes  
(If yes, please email report.) Name of Auditor/Firm: \_\_\_\_\_
14. Does the Association have a bank loan?  Yes  No  
If so, is each unit owner special assessed their portion of the loan or is payment made out of the regular assessment operating budget?  
 Special Assessment  Operating Budget
15. Any special assessments this year?  Yes  No
16. Do you need a tax return for the audit period?  Yes, Tax ID#: \_\_\_\_\_  No
17. Will you need a prior-year return? (Once incorporated, the Association needs a tax return every year, regardless of financial activity)  Yes  No

18. Are there any other unusual financial issues that affect accounting? ~~AA~~ No Yes (Please describe briefly):
19. Has the Association received any litigation or insurance settlements that have had a large amount of expenditures in the current year?  No  Yes (Please describe briefly):
20. Is there current non-collections litigation in process?  No  Yes (Please describe briefly):
21. Is there pending/threatened non-collections litigation?  No  Yes (Please describe briefly):
22. Does the Association have either a Master Assn or Sub Assn relationship with other Assns?  
 No  Yes - Name "related" entities:
- Additional information for any question above:

**For Phasing/Developer Transition Audits Only:** If N/A, check here:

1. Are the POS and all governing documents available for the audit?  Yes  No
2. Choose one:  Developer subsidized the expenses for a period of time or  
 Developer paid the regular assessment of the unsold units?
3. When was 1<sup>st</sup> unit sold? \_\_\_\_\_ When did assessments start?  
 What is the legal transition date?(if occurred) \_\_\_\_\_
4. What is the period of time we are auditing?(years)\_\_\_\_\_
5. Is this development being done in phases?  Yes  No  
 What is the timeframe for phases? \_\_\_\_\_  
 Description of units/phases? \_\_\_\_\_
6. Was there a good segregation of costs belonging to the developer vs. the homeowners?  
 Yes  No  
 Has this cost segregation and amounts owed to or from the developer already been agreed to?  Yes  No
7. Do you have all of the records that the developer had, from inception of the corporation up to the present?  Yes  No

<b><u>For Internal Use:</u></b> Bid Amount	AYE:	Audit Report:
Bid Amount:	AYE:	Audit Report:
Tax Returns: _____		
Verified Legal Name/ Inc. Date:		/
Comments:		
Date Mailed:		