

Before the landlord sets the deadline.

Ten checks for a clean engagement.

- ☐ **Landlord request in writing**
Compiled, reviewed or audited?
- ☐ **Acceptance condition confirmed**
Can they ask you for more?
- ☐ **Engagement letter signed**
Scope and no-assurance recorded.
- ☐ **Trial balance current**
For every period requested.
- ☐ **Bank accounts reconciled**
To the period end date.
- ☐ **Basis of accounting agreed**
Cash or accrual, documented.
- ☐ **Owner draws separated**
Not sitting inside expenses.
- ☐ **Comparatives decided**
One period or two.
- ☐ **Markings left intact**
Unaudited, on every page.
- ☐ **Forecasts kept out**
Outside CSRS 4200 scope.

**No consent form exists. The test is
whether the landlord can ask you.**