

## NCREIF PREA Reporting Standards: Open-end Fund Checklist

Account Report Name: \_\_\_\_\_

Account Report Date: \_\_\_\_\_

NCREIF PREA Reporting Standards Open-end Fund Checklist						
Disciplines	Element description	Frequency	Required or recommended element	Handbook Reference	Report Name	Notes
Portfolio management	Name or identifier	Quarterly	Required	PM.01		
	Contact	Quarterly	Required	PM.02		
	Inception date	Quarterly	Required	PM.03		
	Structure	Annually	Required	PM.04		
	Style and strategy	Annually	Required	PM.05		
	Portfolio diversification by: <ul style="list-style-type: none"> <li>Investment/property type</li> <li>Region/location</li> <li>Nature of investment (life cycle)</li> <li>Investment structure</li> </ul>	Quarterly	Required	PM.06		
	Management discussion of performance relative to objective	Quarterly	Recommended	PM.09		
Performance and Risk	Total and Component Time-Weighted Return (TWR) – Gross of Fees and Total TWR Net of Fees. Periods: quarterly, 1yr., 3yr., 5yr., 10yr., and since-inception (SI)	Quarterly	Required	PR.01		
	Disclosures accompanying TWR (modified)	Required when TWR is reported		PR.01.1-01.7		
	Benchmark comparisons	Quarterly	Required	PR.02		
	Net Asset Value	Quarterly	Required	PR.03		
	Fund Tier 1 (T1) Total Leverage-at cost	Quarterly	Required	PR.04		
	Fund T1 Leverage Percentage	Quarterly	Required	PR.05		
	Fund T1 Leverage Yield	Quarterly	Recommended	PR.14		
	Weighted average interest rate of Fund T1 Leverage	Quarterly	Recommended	PR.15		
	Weighted average remaining term of fixed-rate Fund T1 Leverage	Quarterly	Recommended	PR.16		
	Weighted average remaining term of floating rate Fund T1 Leverage	Quarterly	Recommended	PR.17		
	Redemptions for quarter	Quarterly	Recommended	PR.20		
	Total subscribed commitments	Quarterly	Recommended	PR.21		
	Total redemption requests	Quarterly	Recommended	PR.22		

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	Total Global Expense Ratio (TGER)	Annually	Required	PR.23		
	Disclosures accompanying TGER	Required when TGER is reported		PR.23.1-23.4		
<b>Asset management</b>	Occupancy level by property type	Quarterly	Required	AM.01		
	Portfolio lease expiration statistics	Quarterly	Required	AM.02		
	Top 10 tenants	Quarterly	Recommended	AM.03		
<b>Financial Reporting</b>	Condensed Fair Value (FV) GAAP-based financial reporting	Quarterly	Required	FR.01		
	Fair Value (FV) GAAP-based financial statements	Annually	Required	FR.02		
	Financial statement audits	Annually	Required	FR.03		
	Schedule of investments	Annually	Required	FR.04		
<b>Valuation</b>	Valuation policy statement	Annually	Required	VA.01		
	Valuation policy	Required to be maintained and consistently applied		VA.02		
	Internal Valuations	Quarterly	Required	VA.03		
	External Valuations	Annually	Required	VA.04		
<b>Compliance</b>	Statement of Compliance	Quarterly	Recommended			

Note: Compliance Checklists have been created as quick reference guides that should be used in conjunction with and not without reference to Volume I.