

## Reporting Standards: Separately Managed Accounts Checklist

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

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

Reporting Standards Separately Managed Accounts 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: • Investment/property type • Region/location • Nature of investment (life cycle) • Investment structure	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	Recommended	PR.01		
	Disclosures accompanying TWR	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		
	Since-inception Internal Rate of Return (IRR) - Gross and Net of fees	Quarterly	Recommended	PR.06		
	Disclosures accompanying IRR	Required when IRR is reported		PR.06.1-06.5		
	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		

April 5, 2023

Single Client Account Checklist

Reporting Standards Separately Managed Accounts Checklist						
Disciplines	Element description	Frequency	Required or recommended element	Handbook Reference	Report Name	Notes
Asset management	Occupancy level by property type	Quarterly	Required	AM.01		
	Portfolio lease expiration statistics	Quarterly	Required	AM.02		
	Top 10 tenants	Quarterly	Recommended	AM.03		
Financial Reporting	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		
Valuation	Valuation policy statement	Annually	Required	VA.01		
	Valuation policy	Required to be maintained and consistently applied		VA.02		
	Internal Valuations	Quarterly	Required			
	External Valuations	As provided in governance agreements		VA.05		
	External Valuations	Once every three years minimum	Recommended	VA.06		
Compliance	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.