

## Typical reporting profile

Report/ Document	Content	Detail provided	Format	Source	Reporting level	Frequency		
						Monthly	Quarterly	Annual
Executive Summary	Income, liquidity & status/leasing	Chart with diagram	Excel	Financial & rental	Portfolio &/or Sub-	x	x	x
Asset Management	Description of main activities	Text	Word	Day-to-day business	Sub-portfolio		x	x
Tenancy Schedule	Lease contracts data	Chart	Excel	Rental accounting	Property	x	x	x
Lease Expiration	Analysis of expiration	Chart with diagram	Excel	Rental accounting	Sub-portfolio		x	x
Tenant Structure	Detailed record of type of use	Chart with diagram	Excel	Rental accounting	Sub-portfolio		x	x
Cash Flow	Detailed record of Net Operating Income,	Chart	Excel	Financial & rental	Portfolio &/or Sub-		x	x
Vacancy	Detail of vacant areas	Chart with diagram	Excel	Rental accounting	Sub-portfolio		x	x
Arrears	Detail of rental arrears	Chart	Excel	Financial & rental	Property	x	x	x
Capital Expenditures	Detailed record of capital expenditures	Chart	Excel	Day-to-day business	Property		x	x
Terminated Tenancies	Detail of terminated tenancies	Chart with diagram	Excel	Rental accounting	Sub-portfolio		x	x
Letting Record	Detail of new premises	Chart with diagram	Excel	Rental accounting	Sub-portfolio		x	x
Letting Report	Detail of letting activities	Chart with diagram	Excel	Day-to-day business	Sub-portfolio		x	x