

Multifamily Launchpad
Managing the Syndication Checklist

| Item | Timing |
|---|--|
| Communicate emergencies, major problems with property (major fires, major storm damage, etc.) | Immediately |
| Send regular asset manager's reports | Monthly for 12 months, then quarterly |
| Financial Reports – including operating statements, balance sheets, rent rolls, property manager's commentary | Monthly for 12 months, then quarterly |
| Send final operating statements, general ledgers, etc. to accountants | January |
| Annual Compilation Financial Statements | With K-1 forms |
| K-1 Partnership Tax Statements provided to investors | By March 15 |
| Distributions | Quarterly, in month after quarter ends |
| Tracking actual returns against underwriting | Annually |