



Accelerate Your Month-End Close

Transform your real estate accounting close from 12-15 days to 8-10 days with our proven checklist

The Industry Standard Today



Current Reality

Most real estate and property management firms operate with a **12-15 business day month-end close cycle**.

This extended timeline is driven by manual processes, delayed inputs from property teams, and weak reconciliation practices that create bottlenecks and last-minute surprises.



What's Holding You Back

Manual Processes

Spreadsheets, email chains, and disconnected systems create delays and errors

Delayed Inputs

Property teams submit data late, pushing back the entire close timeline

Weak Reconciliation

PMS and GL data misalignment requires time-consuming corrections

No Standardization

Each property closes differently, making consolidation unpredictable



The Performance Gap

12-15

Current Close Time

Days to close for most real estate firms

8-10

Target Close Time

Days achievable with disciplined processes

30%

Time Saving

Reduction in close cycle duration



Why Faster Closes Matter

Timely Decision-Making

Leadership can act on current month data rather than outdated information

Team Productivity

Accounting staff spend less time firefighting and more time on value-add analysis

Audit Readiness

Thorough documentation and reconciliations reduce audit adjustments

What This Checklist Delivers



Accelerated Timeline

Reduce close from 12–15 days to 8–10 days



Improved Accuracy

Minimize last-minute adjustments and rework



Data Alignment

Strengthen PMS to GL reconciliation practices



Standardization

Build repeatable processes across all properties



Core Components of the Checklist

01

Day-Wise Close Calendar

Structured timeline from Day0 to Day 10 with defined ownership at each stage

03

Reconciliation Checkpoints

Systematic PMS vs. GL reconciliation procedures at critical intervals

02

Pre-Close Validation

Early verification of rent rolls, lease data, and vendor invoices before closing begins

04

Accrual Framework

Structured tracking of accruals and adjustments throughout the close cycle

Implementation Roadmap

1

Week 1: Setup

Configure calendar and assign responsibilities

2

Week 2-3: Training

Roll out to property teams and accounting staff

3

Week 4: First Close

Execute using checklist framework

4

Month 2+: Optimization

Refine processes based on feedback



Additional Checklist Features



Property-Level Variance Analysis

Structured framework to identify and explain differences across properties



Final Review Controls

Quality check points before financial statements are released



Post-Close Performance Tracking

Metrics to measure close time, accuracy, and team efficiency over time



Ready to Accelerate Your Close?

This Month-End Close Checklist is specifically designed for real estate and property management teams ready to achieve an 8-10 day close cycle.





- 📄 **Next Step:** Download the complete checklist with day-by-day instructions, ownership assignments, and reconciliation templates.





THANK YOU

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