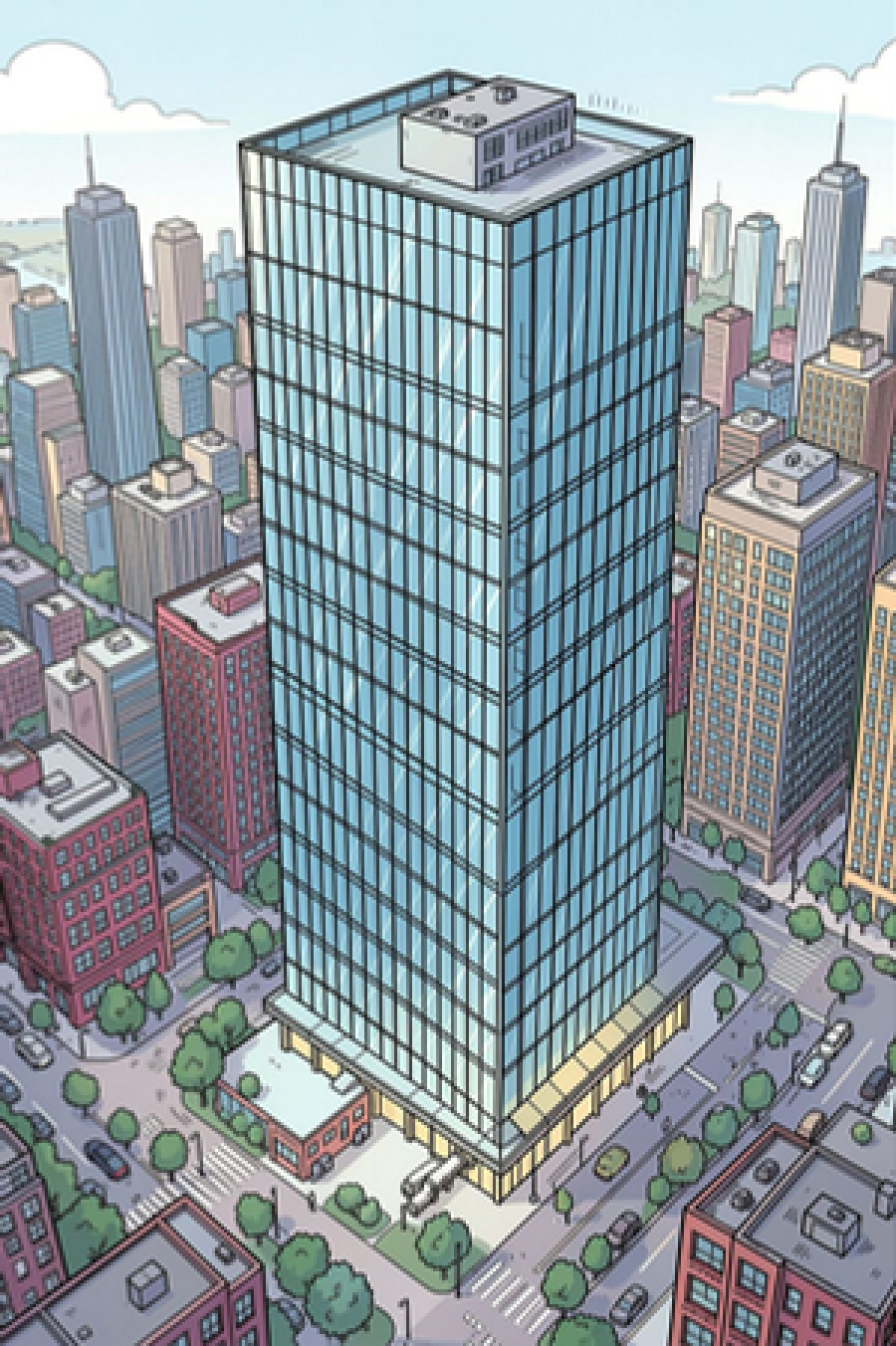




100-Point Real Estate Asset Management Audit Checklist

Evaluate your portfolio like an institutional asset manager. Discover strengths, identify gaps, and uncover opportunities to improve portfolio performance across 10 assessment categories with 100 audit questions and a self-scoring framework.

PREPARED BY OHI

How the Audit Works

Rate each question using the scoring scale below. Tally your points across all 10 categories to determine your operational maturity level.



Yes

1 Point — Fully implemented



Partially

0.5 Points — In progress



No

0 Points — Not implemented

Your Final Score

90–100

Institutional-Grade Operations

75–89

Strong Performance with Minor Gaps

60–74

Needs Process Improvements

Below 60

High Operational Risk

Portfolio Performance

These 10 questions assess whether your team has the visibility and discipline to manage portfolio performance proactively.

Monthly Reviews

Portfolio performance, NOI, and cash flow reviewed every month. Actual vs. budget compared. KPIs on a live dashboard.

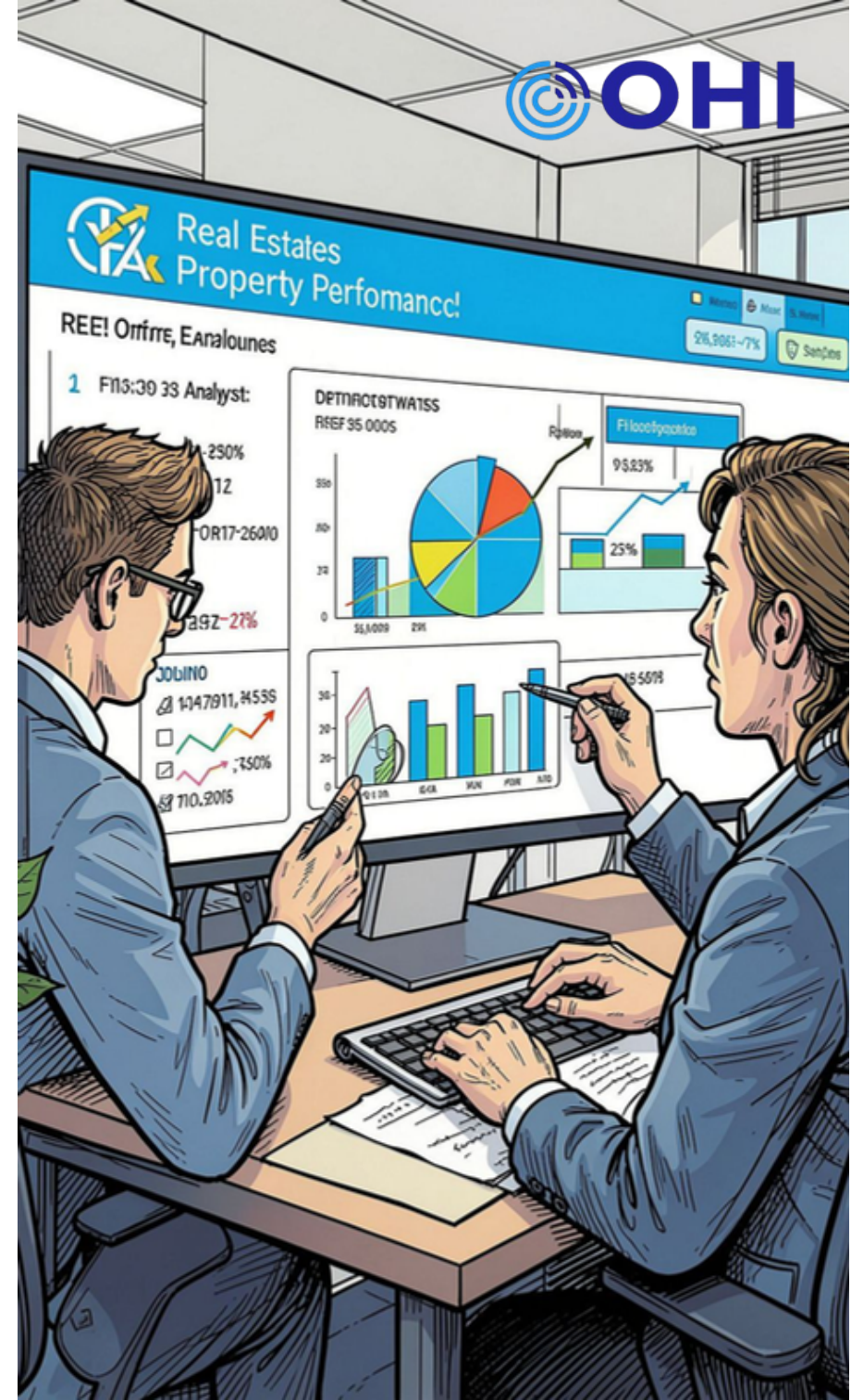
Benchmarking & Monitoring

Assets benchmarked against market averages. Occupancy trends tracked by property. Underperforming assets identified early.

Strategic Alignment

Capital improvement returns measured. Portfolio goals reviewed quarterly to ensure strategic alignment.

Score: ____/10



Accounting & Financial Controls



Sound financial controls protect investor confidence and operational integrity. These 10 questions evaluate your accounting rigor.

Score: ____ /10

Closing Discipline

Month-end completed on time.
Bank reconciliations done monthly.
Accruals recorded accurately.

Budget Oversight

Properties operating within budget. Variances investigated promptly. Reserve balances monitored.

Reporting Standards

Investor reports on schedule. Audit documents maintained year-round. Accounting policies standardized.

CATEGORY 3 · 10 POINTS

Leasing & Revenue Management

Maximizing revenue requires disciplined leasing operations and proactive tenant management. Use these 10 questions to evaluate your current performance.



Occupancy & Retention

Occupancy above target. Lease expirations monitored. Tenant retention tracked. Vacancy reduction strategies reviewed.



Lease Strategy

Rent increases reviewed regularly. Renewals planned in advance. Concessions analyzed. Delinquency trends monitored.



Revenue Performance

Rent collection measured. Leasing KPIs reported monthly. Revenue performance tracked against targets.

Score: ____/10

Capital Projects Management

Capital projects require rigorous planning and oversight to protect asset value. These 10 questions assess your CapEx discipline.

Budgeting & Approval

Every CapEx project budgeted.
ROI calculated before approval.
Capital approvals documented.
Investments aligned with
business plans.

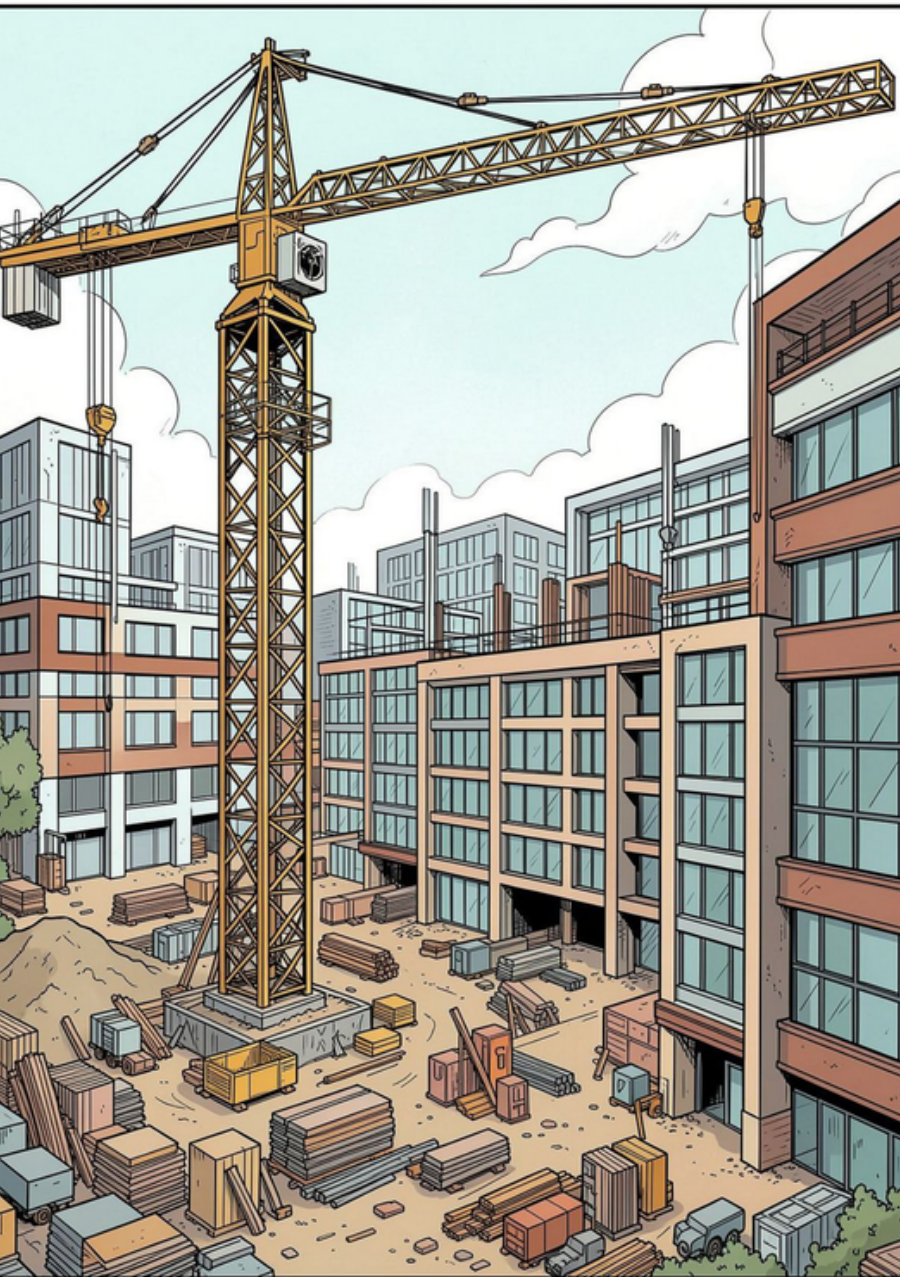
Execution & Oversight

Project costs monitored.
Timelines tracked. Vendors
evaluated. Projects reviewed
after completion.

Reserves & Maintenance

Reserve studies updated. Deferred maintenance prioritized. Capital
strategy aligned with long-term asset plans.

Score: ____ /10



Debt Management

Proactive debt management protects cash flow and preserves financing flexibility. These 10 questions evaluate your debt oversight.

Score: ____/10



Covenant & Coverage Monitoring

DSCR monitored. Lender covenants tracked. Debt reports updated monthly. Payment schedules monitored.

Strategy & Refinancing

Loan maturities tracked. Refinancing opportunities reviewed. Debt strategy reviewed annually. Financing costs benchmarked.

Risk Documentation

Interest-rate exposure assessed. Financing risks documented. Debt position reviewed against market conditions.

Investor Reporting

Transparent, timely reporting builds investor trust. These 10 questions assess the quality and consistency of your reporting function.



Timeliness & Accuracy

Reports delivered on time.
Distributions reconciled.
Variance explanations provided. Forecasts included.



Clarity & Presentation

KPIs clearly presented. Portfolio summaries included.
Dashboards easy to understand.
Reports standardized.



Efficiency & Tracking

Reporting automated where possible. Investor questions tracked and resolved. Communication workflows documented.

Score: ____/10



ESG & Sustainability



ESG performance increasingly influences investment decisions and regulatory compliance. These 10 questions assess your sustainability framework.

Score: ____ /10

Environmental Monitoring

Energy usage monitored.
Sustainability goals documented.
Environmental risks assessed.
Climate risk reviewed.

Governance & Compliance

Governance policies updated.
Compliance requirements monitored. ESG included in investment decisions.

Reporting & Investment

ESG metrics reported. Social initiatives measured. Green investments evaluated against portfolio strategy.

CATEGORIES 8 & 9 · 20 POINTS

Risk Management & Technology

Risk Management (10 Points)

Formal risk register maintained. Insurance reviewed annually. Cybersecurity assessed. Business continuity plans tested. Vendor risks evaluated. Regulatory changes monitored. Compliance breaches tracked. Contingency plans updated. Risks reviewed quarterly.

Score: ____ /10

Technology & Systems (10 Points)

Property management software used. Data backed up securely. System access controlled. Technology roadmap exists. Automation implemented. Reporting tools integrated. Security audits conducted. Systems updated regularly. Downtime tracked. Technology investments reviewed annually.

Score: ____ /10



THANK YOU

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