

# TAILORED SOLUTIONS QUALIFIED OPPORTUNITY ZONE FUND SERVICES

## INTRODUCTION & KEY CHALLENGES

### WHAT ARE QUALIFIED OPPORTUNITY ZONES?

Currently, there are about 8,700 qualified opportunity zones (QOZs) in the US, which are low-income census tracts certified by the U.S. Department of the Treasury.

They require a minimum of 90 percent of the fund's assets to be invested in new real estate development or substantial rehabilitation projects in these communities.

### THE CHALLENGE

For fund managers with limited real estate experience, adhering to these guidelines can be daunting.

As the U.S. Treasury continues to issue complex regulations surrounding these funds, the need for administration support—someone who can follow the rules so fund management can concentrate on what it does best—becomes clear.

## WHAT DOES OUR SOLUTION ENTAIL?

Our solution covers each step of the Qualified Opportunity Zone Fund's lifecycle and includes:



### FUND ADMINISTRATION SERVICES

- Fund accounting and administration (NAV calculations)
- Investment processing
- Investor KYC AML
- Investor services
- Compliance support
- Liaison with external partners (audit, legal)
- Support during fund capital raise
- Client branded web portal for delivery of documents and information
- Middle office support

### CORPORATE SERVICES

- Implementation of structures
- Domiciliation services
- Director's mandate
- Accounting and reporting
- Corporate secretarial
- Restructuring
- Tax compliance
- Property company services
- Liaison with external partners (audit, legal)
- Transfer pricing
- Secondments

# FULL SCOPE

- Review QOZ Fund formation documents and structure by our operational experts;
- On-boarding of QOZ Funds by our implementation project managers;
- Administrative support during your capital raise including PPM and LPA distribution via our customizable web portal;
- AML and KYC and subscription management for each investor in the QOZ Fund;
- Track each investment's tax deferral period and subsequent capital expenditures;
- Perform all capital calls and distributions;
- Cash management for all QOZ Fund payments;
- Reconcile QOZ Fund bank accounts;
- Perform monthly closes with the QOZ manager to ensure accuracy of information;
- Prepare quarterly QOZ Fund financial package for investors including balance sheet, income statement and investor capital statements;
- Liaise with auditors and tax professionals to assist in the annual audit, preparation of K1s, etc.;
- Perform asset tests for underlying QOZ properties or businesses or liaise with tax preparers to provide necessary information;
- Calculate management fees, waterfalls and investor allocations;
- Post all QOZ Fund information on our investor portal customized with client logo.

## WHY CHOOSE CORTLAND?

We understand that when choosing a third-party administrator, you have many options. By partnering with Cortland, you can expect to boost your investors' confidence, minimize your risk, and enhance your overall control.

### BOOST INVESTOR CONFIDENCE

With both SSAE and SOC I Type II certifications, partnering with Cortland gives your investors peace of mind. Our proprietary technology solutions like our CorPro investor portal provides extensive reports from property-level to fund-level.

### MINIMIZE RISK

Our vast experience administering real estate funds and adherence to the highest levels of operational excellence and reporting in the industry help managers to mitigate operational risks. Rely on us to adhere to the complex requirements.

### ENHANCE CONTROL

Leverage Cortland's vast experience in administering highly complex funds with unique tax structures and accounting requirements. You'll enhance your overall control while freeing up more time to focus on your true business.

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Alter Domus is a fully integrated Fund and Corporate services provider, dedicated to international private equity & infrastructure houses, real estate firms, private debt managers, multinationals, capital markets issuers and private clients. Our vertically integrated approach offers tailor-made administration solutions across the entire value chain of investment structures, from fund level down to local Special Purpose Vehicles.

Founded in Luxembourg in 2003, Alter Domus has continually expanded its global service offer and today counts 40 offices and desks across five continents. This international network enables clients to benefit globally from the expertise of more than 2,200 experienced professionals active in fund administration, corporate secretarial, accounting, consolidation, tax and legal compliance, depositary services and debt administration services.

We are proud to serve 17 of the 20 largest private equity houses, 19 of the 20 largest real estate firms and 16 of the 20 largest private debt managers in the world.

\*YOU HAVE TO ADAPT. WE SUPPORT.

**Cortland\***  
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