

Vendor Compliance Checklist for Property Managers

Quick steps to **protect your properties** and **simplify compliance**



Vendor Onboarding

- Collect COI with proper coverage limits
- Verify expiration dates on insurance policies
- Run background checks
- Require liability, workers' comp, & auto coverage
- Confirm vendor name matches COI & contract
- Obtain state licenses and certifications
- Approve only after documents verified



Ongoing Monitoring

- Track COI, license, certification expirations
- Set reminders 30+ days before renewals
- Conduct periodic vendor audits
- Monitor performance against SLAs
- Review compliance quarterly



Documentation & Communication

- Store all vendor records in one system
- Share compliance requirements at onboarding
- Notify vendors of expiring documents early
- Provide clear reporting for owners
- Log all communications



Contracts & Agreements

- Liability & indemnification clauses included
- Insurance requirements written into contracts
- Define SLAs and performance standards
- Termination clause for non-compliance
- Store signed contracts centrally



Pro Tip: Automate the Checklist

Manual tracking is time-consuming and error-prone. Use vendor compliance software like NetVendor to:

- Automate COI tracking & reminders
- Enable real-time dashboards
- Integrate with your PMS
- Standardize onboarding with workflows

