



Risk Assessment Worksheet for PMCs

HOW TO USE THIS WORKSHEET

For each category, review your current vendor records. Mark Yes if the requirement is met and No if it's missing or needs attention. Use the Notes section to record follow-up actions.

1. Insurance & Licensing

- **What to check:** Does each vendor have valid insurance, licenses, and certifications on file?
- **Why it matters:** Missing or expired documents create liability and can invalidate coverage.

Compliant? Yes No

Notes / Action Items: _____

2. Vendor Information Accuracy

- **What to check:** Are business licenses, tax records, and other required documents accurate and up to date?
- **Why it matters:** Missing or expired documents create liability and can invalidate coverage.

Compliant? Yes No

Notes / Action Items: _____

3. Safety & Compliance Practices

- **What to check:** Do vendors follow safety protocols, provide training records, and comply with OSHA or local requirements?
- **Why it matters:** Poor safety increases accident risk and liability.

Compliant? Yes No

Notes / Action Items: _____

4. Performance & Reliability

- **What to check:** Does the vendor have a reliable track record (on-time work, no history of contract breaches or disputes)?
- **Why it matters:** Past behavior often predicts future reliability.

Compliant? Yes No

Notes / Action Items: _____

5. Financial Stability

- **What to check:** Are invoices consistent, transparent, and free of hidden fees? Do vendors show financial reliability?
- **Why it matters:** Financial instability can lead to abandoned projects or corner-cutting.

Compliant? Yes No

Notes / Action Items: _____

6. Data Security & Privacy

- **What to check:** Do vendors follow cybersecurity best practices (encryption, access controls, data protection policies)?
- **Why it matters:** Weak data security can expose sensitive tenant/property info.

Compliant? Yes No

Notes / Action Items: _____

NetVendor helps property management companies eliminate these vendor compliance risks by automating insurance tracking, license verification, and ongoing monitoring — so you can focus on managing properties, not paperwork.