MontRidge
Insurance Services

COMMERCIAL PROPERTY INSURANCE CHECKLIST

A Practical Self-Assessment for Commercial Property Owners, Investors & Real Estate Professionals

Developed by Montridge Insurance Services
Estimated Completion Time: Approximately 5 Minutes

This checklist was developed by Montridge Insurance Services to help commercial property owners, investors, and real estate professionals identify common insurance and risk management topics that may deserve additional review before they become costly property losses, liability claims, or business interruptions.

Whether you own office buildings, industrial properties, retail centers, warehouses, mixed-use developments, or commercial investment properties, this checklist provides a practical starting point for reviewing your insurance and risk management program.

HOW TO USE THIS CHECKLIST

- Simply check Yes, No, or Not Sure for each statement below.
- There are no right or wrong answers.
- If you answer "No" or "Not Sure" to several questions, it may be a good time to review your insurance program, property operations, or risk management procedures with your insurance advisor.

SECTION 1 – PROPERTY OPERATIONS

Our insurance program reflects the commercial properties we own today.	☐ Yes	☐ No	☐ Not Sure
We notify our insurance advisor when acquiring, selling, or renovating properties.	☐ Yes	☐ No	☐ Not Sure
We regularly evaluate operational risks associated with each property.	☐ Yes	☐ No	☐ Not Sure
We review our insurance program annually as our portfolio changes.	☐ Yes	☐ No	☐ Not Sure

SECTION 2 – VENDORS & CONTRACTS

We review insurance requirements before hiring contractors or vendors.	☐ Yes	☐ No	☐ Not Sure
We collect current Certificates of Insurance before work begins.	☐ Yes	☐ No	☐ Not Sure
We understand the insurance requirements contained in our service agreements.	☐ Yes	☐ No	☐ Not Sure
Vendor insurance is reviewed periodically to help ensure it remains current.	☐ Yes	☐ No	☐ Not Sure

SECTION 3 – PROPERTY PROTECTION & ASSET MANAGEMENT

We review our building values regularly to help ensure adequate insurance limits.	☐ Yes	☐ No	☐ Not Sure
We evaluate our insurance program after major renovations or building improvements.	☐ Yes	☐ No	☐ Not Sure
We understand how property damage or business interruptions could impact our operations or tenants.	☐ Yes	☐ No	☐ Not Sure
We have a plan for responding to significant property losses or emergencies.	☐ Yes	☐ No	☐ Not Sure

SECTION 4 – CLAIMS & LOSS PREVENTION

Employees know how to report property losses or liability incidents promptly.	☐ Yes	☐ No	☐ Not Sure
We investigate recurring maintenance issues to reduce future losses.	☐ Yes	☐ No	☐ Not Sure
We maintain written emergency response procedures for our properties.	☐ Yes	☐ No	☐ Not Sure
Risk management is discussed regularly as part of our property management and investment strategy.	☐ Yes	☐ No	☐ Not Sure

NEXT STEPS

This checklist is intended to help identify topics that may deserve additional review.

There is no score and no passing grade.

If you answered "No" or "Not Sure" to several questions, consider reviewing your insurance program, property operations, and risk management practices with your insurance advisor.

Commercial property ownership involves protecting valuable assets, maintaining tenant relationships, and planning for unexpected losses. Regular reviews can help identify potential gaps before they result in costly property damage, liability claims, or business interruptions.

WOULD YOU LIKE TO SPEAK WITH A COMMERCIAL RISK ADVISOR?

If you would like assistance reviewing your insurance program or discussing any of the topics covered in this checklist, please complete the information below.

Please select one:

- ☐ I would like to schedule a Complimentary Commercial Risk Assessment.
- ☐ I would like a representative from Montridge Insurance Services to contact me.
- ☐ Please send me future Commercial Risk Management resources, checklists, and educational updates.

CONTACT INFORMATION

Name

Company

Title

Email Address

Phone Number

Preferred Contact Method

- ☐ Phone
- ☐ Email
- ☐ Either

Additional Comments

IMPORTANT DISCLOSURE

This checklist is provided by Montridge Insurance Services for general educational purposes only.

It is not an insurance policy, insurance application, legal opinion, engineering report, or guarantee of insurance coverage. Completing this checklist does not create insurance coverage or identify every potential exposure your organization may face.

Insurance coverage depends on many factors, including policy terms and conditions, endorsements, exclusions, contractual obligations, applicable laws, and the specific facts of each claim.

This checklist should not be relied upon as legal, insurance, tax, or risk management advice. We encourage you to consult with your insurance advisor and legal counsel regarding your organization's specific insurance, contractual, and operational needs.