MontRidge
Insurance Services

PROPERTY MANAGEMENT INSURANCE CHECKLIST

A Practical Self-Assessment for Property Managers, Commercial Property Owners & Real Estate Management Companies

Developed by Montridge Insurance Services

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

Whether you manage office buildings, retail centers, industrial properties, mixed-use developments, or commercial real estate portfolios, 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, vendor requirements, or risk management procedures with your insurance advisor.

SECTION 1 – PROPERTY OPERATIONS

Our insurance program reflects the properties we currently manage.	☐ Yes	☐ No	☐ Not Sure
We notify our insurance advisor when we acquire or manage additional properties.	☐ Yes	☐ No	☐ Not Sure
We regularly review the operational risks associated with each property.	☐ Yes	☐ No	☐ Not Sure
We have procedures for documenting property incidents and maintenance concerns.	☐ Yes	☐ No	☐ Not Sure

SECTION 2 – VENDORS & CONTRACTS

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

SECTION 3 – PROPERTY RISK MANAGEMENT

We regularly inspect our properties to identify maintenance or liability concerns.	☐ Yes	☐ No	☐ Not Sure
We have procedures for responding to tenant property damage or liability incidents.	☐ Yes	☐ No	☐ Not Sure
We review property values and building improvements with our insurance advisor.	☐ Yes	☐ No	☐ Not Sure
We evaluate our insurance program whenever we add properties or expand operations.	☐ Yes	☐ No	☐ Not Sure

SECTION 4 – CLAIMS & LOSS PREVENTION

Employees know how to report property incidents promptly.	☐ Yes	☐ No	☐ Not Sure
We investigate claims and 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 operations.	☐ 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, vendor agreements, and property risk management practices with your insurance advisor.

Property managers are responsible for protecting buildings, tenants, vendors, and property owners. Regular reviews can help identify potential gaps before they result in costly claims, property damage, or liability issues.

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.