



Property Insurance Review Checklist for Real Estate Managers

Policy Overview & Coverage

Review policy details, coverage amounts, and key dates.

Policy Number

Write something...

Insurer Name

Write something...

Policy Effective Date

Enter date...

Policy Expiration Date

Enter date...

Coverage Amount (Building)

Enter a number...

Coverage Amount (Liability)

Enter a number...

Policy Type (e.g., Standard, Broad)

☐ Standard

☐ Broad

Summary of Coverage Terms

Write something...

Property Valuation & Reconstruction Cost

Verify current property valuation aligns with market conditions and replacement cost estimates.

Current Assessed Value

Enter a number...

Estimated Reconstruction Cost (Based on recent appraisal)

Enter a number...

Square Footage of Building

Enter a number...

Number of Units (if applicable)

Enter a number...

Notes on any recent improvements or changes affecting value

Write something...

Date of Last Appraisal/Valuation

Enter date...

Appraisal Method Used

- ☐ Cost Approach
- ☐ Sales Comparison Approach
- ☐ Income Capitalization Approach

Coverage Adequacy - Perils Insured

Assess adequacy of coverage for common perils like fire, wind, hail, liability, and business interruption.

Fire Coverage Adequacy

- ☐ Sufficient
- ☐ Insufficient - Increase Needed
- ☐ Review Required

Wind/Hail Coverage Adequacy

- ☐ Sufficient
- ☐ Insufficient - Increase Needed
- ☐ Review Required

Liability Coverage Adequacy

- ☐ Sufficient
- ☐ Insufficient - Increase Needed
- ☐ Review Required

Business Interruption Coverage Limit

Enter a number...

Flood Insurance Coverage (If Applicable)

- ☐ Covered
- ☐ Not Required
- ☐ Review Required

Specific Peril Concerns

Write something...

Deductibles & Exclusions

Evaluate deductibles and identify potential exclusions that could impact claims.

Current Building Deductible Amount

Enter a number...

Current Contents Deductible Amount

Enter a number...

Is Deductible Amount Adequate?

- ☐ Yes
- ☐ No
- ☐ Unsure

Detailed Explanation of Any Deductible Concerns

Write something...

Does Policy Include Flood Insurance?

- ☐ Yes
- ☐ No
- ☐ Unsure

List of Specific Policy Exclusions to Review

Write something...

Loss History & Claims

Review past claims history and investigate any trends or patterns.

Date of Loss

Enter date...

Claim Number

Write something...

Description of Loss/Claim

Write something...

Claim Amount Paid

Enter a number...

Claim Status

- ☐ Open
- ☐ Closed
- ☐ Pending
- ☐ Denied

Notes/Comments on Claim

Write something...

Compliance & Regulations

Ensure compliance with relevant insurance regulations and building codes.

State Insurance Regulations Compliance?

- ☐ Compliant
- ☐ Non-Compliant
- ☐ N/A

Last Regulatory Compliance Review Date

Enter date...

Policy Number

Enter a number...

Summary of Recent Regulatory Changes

Write something...

Flood Zone Compliance?

- ☐ Compliant
- ☐ Non-Compliant
- ☐ N/A

Policy Updates & Renewals

Track policy renewals and ensure necessary updates are made.

Current Policy Expiration Date

Renewal Quote Request Date

Renewal Quote Received (USD)

Renewal Option

- ☐ Accept Current Quote
- ☐ Negotiate New Quote
- ☐ Seek Alternative Insurer

Renewal Decision Date

Renewal Notes/Justification

Write something...


New Policy Effective Date

Enter date...

Documentation & Records

Maintain proper documentation of insurance policies and related records.

Insurance Policy Document

 Upload File

Policy Start Date

Enter date...

Policy Expiration Date

Enter date...

Policy Number

Enter a number...

Notes/Comments on Review

Write something...

Reviewer Signature