

Vendor Management Checklist

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Vendor Identification & Onboarding

Initial identification and formal onboarding of potential and selected vendors.

Vendor Name

Write something...

Vendor Contact Person

Write something...



Vendor Category (e.g., Property Manager, Broker, Contractor)

- Property Management
- Real Estate Brokerage
- Construction/Contractor
- Appraiser
- Legal Services
- Other


Estimated Annual Spend

Enter a number...

Date of Initial Contact

Enter date...

Vendor Profile/Company Overview Document

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Initial Business Need/Reason for Engagement

Write something...

Initial Risk Level (Based on initial assessment)

- Low
- Medium
- High

Due Diligence & Risk Assessment

Thorough investigation and evaluation of vendor capabilities, financial stability, and potential risks.

Vendor Annual Revenue (USD)

Financial Stability Rating (e.g., Dun & Bradstreet)

- AAA
- AA
- A
- BBB
- BB
- B
- CCC
- CC
- C

Description of Key Personnel & Experience (Relevant to Real Estate)

Copy of Vendor's Business License(s)

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Areas of Real Estate Expertise (Select all that apply)

- Residential Sales
- Commercial Sales
- Property Management
- Development
- Construction
- Leasing
- Valuation

Summary of any past legal disputes or claims (and resolution)

Write something...

Cybersecurity Risk Assessment Result (Vendor Provided)

- Low
- Medium
- High

Date of Last Financial Review

Enter date...

Contract Negotiation & Execution

Defining scope of work, pricing, performance metrics, and legal terms; ensuring proper contract execution.

Scope of Work Definition

Write something...

Pricing Structure (Fixed Fee, Hourly, etc.)

Enter a number...

Total Contract Value (USD)

Enter a number...

Payment Terms (Net 30, Net 5, etc.)

- Net 30
- Net 15
- Net 3
- Other (Specify)

Contract Start Date

Enter date...

Contract End Date

Performance Metrics & KPIs

Vendor Insurance Certificates

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Company Representative Signature

Performance Monitoring & Reporting

Tracking vendor performance against agreed-upon metrics and regularly reporting on findings.

Overall Performance Score (1-10)

Summary of Performance against KPIs

Write something...

Service Delivery Adherence (on time, complete, accurate)

- Excellent
- Good
- Fair
- Poor

Number of Incidents/Issues Reported

Enter a number...

Description of Significant Incidents & Resolution

Write something...

Average Response Time to Issues (hours)

Enter a number...

Client Satisfaction (based on surveys/feedback)

High

Medium

Low

Date of Last Performance Review

Enter date...

Relationship Management & Communication

Maintaining open communication, addressing issues proactively, and fostering a collaborative vendor relationship.

Frequency of Scheduled Check-in Meetings

Enter a number...

Summary of Last Communication with Vendor

Write something...

Current Relationship Status

- Excellent
- Good
- Fair
- Needs Improvement
- At Risk

Notes on Vendor's Proactive Communication

Write something...

Date of Last Relationship Review Meeting

Enter date...

Topics Discussed in Recent Communications

- Performance Updates
- Issue Resolution
- Scope Adjustments
- Strategic Alignment
- Invoice Discrepancies

Primary Contact Person at Vendor

Write something...

Compliance & Insurance

Ensuring vendor compliance with relevant regulations, licenses, and insurance requirements.


Vendor's License Type (e.g., Real Estate Broker, Appraiser)

- Real Estate Broker
- Real Estate Agent
- Property Manager
- Appraiser
- Other

License Expiration Date

Enter date...

Copy of Vendor's License

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Insurance Type Required

- General Liability
- Professional Liability (Errors & Omissions)
- Workers' Compensation
- Automobile Liability
- Other

General Liability Insurance Coverage Amount (USD)

Certificate of Insurance (COI)

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COI Expiration Date

Notes on Compliance/Insurance (e.g., specific endorsements required)

Renewal & Termination

Planning for contract renewals or termination based on performance and business needs.

Contract Renewal Date

Contract Term (Years)

Enter a number...

Renewal Decision

- Renew
- Do Not Renew
- Negotiate New Terms

Justification for Renewal/Termination Decision

Write something...

Number of Issues/Complaints (If Applicable)

Enter a number...

Summary of Performance Issues (If Applicable)

Write something...

Termination Effective Date (If Applicable)

Enter date...

Termination Communication Details (who, when, what was said)

Write something...

Supporting Documentation (e.g., performance reviews, termination letters)

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