



Vendor Management Checklist for Real Estate

Vendor Identification & Qualification

Initial steps to identify, research, and qualify potential vendors.

Vendor Name

Write something...

Brief Description of Services Offered

Write something...

Primary Service Category

- ☐ Maintenance
- ☐ Landscaping
- ☐ Cleaning
- ☐ Security
- ☐ Other

Years in Business

Enter a number...

Proof of License/Certification

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Geographic Service Area

- ☐ Local
- ☐ Regional
- ☐ National

References (Name and Contact Information)

Write something...

Bid Process & Selection

Managing the request for proposal (RFP) process and selecting the best vendor based on criteria.

Number of Bids Received

Enter a number...

Bidding Method Used

- ☐ Formal RFP
- ☐ Informal Request for Quote
- ☐ Reverse Auction

Summary of Vendor Proposals

Write something...

Scoring Weight for Price

Enter a number...

Scoring Weight for Quality/Experience

Enter a number...

Scoring Weight for References

Enter a number...

Preferred Vendor Selection Justification

- ☐ Lowest Price
- ☐ Best Value (Price & Quality)
- ☐ Specific Expertise
- ☐ Established Relationship

Supporting Documents (e.g., Proposal Summaries, Scorecards)

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Contract Negotiation & Execution

Reviewing and finalizing contracts, outlining services, pricing, and terms.

Scope of Services Description

Write something...

Service Pricing (Total)

Enter a number...

Payment Terms (e.g., Net 30, Net 60)

☐ Net 30

☐ Net 60

☐ Other

Contract Start Date

Enter date...

Contract End Date

Enter date...

Renewal Clause (Automatic/Manual)

☐ Automatic

☐ Manual

Supporting Documentation (e.g., Quotes, Proposals)

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Property Manager Signature

Vendor Representative Signature

Performance Monitoring & Evaluation

Tracking vendor performance against agreed-upon metrics and conducting regular evaluations.

Overall Performance Score (1-5)

Response Time (Avg. Minutes)

Project Completion Rate (%)

Detailed Performance Notes & Observations

Quality of Work

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Date of Performance Review

Enter date...

Areas for Improvement (Vendor Feedback)

Write something...

Supporting Documentation (e.g., invoices, reports)

 Upload File

Payment Processing & Invoicing

Ensuring timely and accurate payment processing and verification of invoices.

Invoice Number

Enter a number...

Invoice Date

Enter date...

Total Amount Due

Enter a number...

Amount Paid

Enter a number...

Payment Due Date

Enter date...

Payment Method

- ☐ Check
- ☐ ACH
- ☐ Wire Transfer
- ☐ Credit Card

Payment Reference Number (if applicable)

Write something...

Insurance & Compliance Verification

Verifying vendor insurance coverage and ensuring compliance with relevant regulations and legal requirements.

Insurance Expiration Date

Enter date...

Certificate of Insurance (COI)

 Upload File

Liability Insurance Coverage Amount

Enter a number...

Worker's Compensation Coverage?

☐ Yes

☐ No

Registered to do business in this state?

☐ Yes

☐ No

Notes on compliance review

Write something...

Relationship Management & Communication

Maintaining open communication and a positive working relationship with key vendor contacts.

Primary Vendor Contact Name

Write something...

Vendor Account Manager Email

Write something...

Number of Communication Logs

Enter a number...

Last Communication Date

Enter date...

Communication Frequency (e.g., Weekly, Monthly)

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ As Needed

Summary of Recent Communications

Write something...

Vendor Risk Assessment & Mitigation

Identifying and addressing potential risks associated with vendor relationships.

Vendor Financial Risk Score (1-10)

Enter a number...

Data Security Risk Level

☐ Low

☐ Medium

☐ High

Describe Potential Business Continuity Risks

Write something...

Last Insurance Certificate Review Date

Enter date...

Regulatory Compliance Concerns?

☐ Environmental

☐ Labor

☐ Data Privacy

☐ None

Mitigation Plan Summary

Write something...

Supporting Documentation (e.g., Risk Assessment Report)

 Upload File