

Property Management & Real Estate Compliance Checklist

For property managers, real estate operators, owners & developers.

Company / Business	Review Date

How to use: Check each item when current and compliant. Record the responsible owner, expiration/renewal date, and any follow-up notes.

1	Core Business & Entity Documents	Owner	Expires	Notes
☐	General business license (city / county / state)			
☐	Real estate brokerage or firm registration			
☐	Certificate of good standing			
☐	DBA / fictitious name registration			
☐	Annual state entity filings			
☐	Foreign state registrations (if operating across states)			
2	Real Estate & Property Management Licenses	Owner	Expires	Notes
☐	Real estate broker license			
☐	Property management license (state or local)			
☐	Leasing agent licenses			
☐	Individual salesperson licenses			
☐	Continuing education (CE) certificates			
3	Property-Specific Licenses & Permits	Owner	Expires	Notes
☐	Rental property registrations			
☐	Short-term rental permits (Airbnb / VRBO)			
☐	Housing department permits			
☐	Multi-family dwelling permits			
☐	Rent control or stabilization registrations			
4	Insurance Policies & Coverage Proof	Owner	Expires	Notes
☐	General liability insurance			
☐	Professional liability / E&O; insurance			
☐	Property insurance			
☐	Directors & officers (D&O;) insurance			

☐	Workers' compensation insurance			
☐	Certificates of insurance (COIs)			

5	Tenant, Owner & Client Requirements	Owner	Expires	Notes
☐	Property management agreements			
☐	Owner compliance attestations			
☐	Tenant disclosures and notices			
☐	Fair housing acknowledgements			
☐	Client-mandated insurance proofs			

6	Safety, Housing & Regulatory Compliance	Owner	Expires	Notes
☐	Habitability inspection certificates			
☐	Fire safety inspection reports			
☐	Elevator inspection certificates			
☐	Lead-based paint disclosures			
☐	Asbestos inspection reports			
☐	Pool & spa inspection permits			

7	Financial, Trust & Regulatory Filings	Owner	Expires	Notes
☐	Trust account registrations			
☐	Escrow account confirmations			
☐	Annual trust account audits			
☐	Property tax registrations			
☐	Local housing fees and filings			

8	Facilities, Maintenance & Vendors	Owner	Expires	Notes
☐	Vendor licenses and insurance COIs			
☐	Maintenance contractor agreements			
☐	Waste and recycling permits			
☐	Environmental compliance permits			
☐	Landscaping and irrigation permits			

9	Vehicles, Equipment & Assets	Owner	Expires	Notes
☐	Company vehicle registrations			
☐	Vehicle inspections			
☐	Fleet insurance documents			

☐	Maintenance equipment inspections			
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10	Digital, Security & Technology	Owner	Expires	Notes
☐	Domain registrations			
☐	Property management software licenses			
☐	Tenant portal agreements			
☐	Privacy policy attestations			
☐	Cybersecurity awareness training			

11	Certifications & Accreditations	Owner	Expires	Notes
☐	Property management certifications			
☐	Industry association memberships			
☐	Affordable housing certifications			
☐	Green / sustainability certifications			

12	One-Off & High-Risk Expiring Items	Owner	Expires	Notes
☐	Temporary occupancy permits			
☐	Conditional use approvals			
☐	Emergency repair authorizations			
☐	Waivers with expiration dates			

Final Review / Follow-Up		Owner	Due Date
Outstanding items / renewals requiring action			
Additional notes			