

PROPERTY MANAGER INSURANCE CHECKLIST

In order to obtain the right insurance for your building, it's important to review the following:

- Summary/Certificates of Insurance
- Copies of all policies in place
- How are the insurance premiums currently being paid? Financed, paid in full, automatic withdrawal?
- Five years of loss runs
- Information on any previous or ongoing claims
- Are there any employees?
 - Number of employees and their positions at the building
 - Are there Worker's Compensation and/or Disability policies in place?
- Tax ID#
- Building updates - electric, plumbing, roof, heating information
- Mortgagee information
- Bylaws
- Offering plan
- Confirm that your management company is an Additional Insured on the building's General Liability and Directors & Officers Liability policies



We recommend...

Does the building have mandatory Homeowner's Insurance/Renters Insurance listed in the bylaws?

If not, we strongly suggest discussing this with the Board and amending the bylaws to better protect the association, residents, and property management firm.