NATIONAL ASSET MANAGEMENT & FIELD SERVICES

UNITING PROFESSIONALS. PROTECTING ASSETS. ELEVATING STANDARDS

Vendor Agreement Review Checklist

NOT LEGAL ADVICE — CONSULT YOUR ATTORNEY. This voluntary educational checklist is not a model contract or mandatory NAMFS standard. Legal rights, lien remedies, liability allocation and enforceability vary by agreement and jurisdiction. Seek qualified professional review before signing, modifying or enforcing a contract.

Contract / counterparty: [Enter here]	Date reviewed: [Enter here]	Reviewer / role: [Enter here]
Governing state(s): [Enter here]	Agreement version: [Enter here]	Exhibits / external policies: [Enter here]

HOW TO USE: Mark one box on every row. C = confirmed/understood • Q = question/clarification needed • P = professional review needed • N/A = not applicable. Enter contract clause references or follow-up notes in the last column. Selecting C does not mean NAMFS approves a contractual term.

AGREEMENT FUNDAMENTALS

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
01	Correct legal entity and authorized signatories are identified	☐	☐	☐	☐	[Enter note / clause reference]
02	Paying party, invoicing recipient, and notice contacts are clear	☐	☐	☐	☐	[Enter note / clause reference]

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
03	All exhibits, rate sheets, portal terms, and incorporated policies were obtained	☐	☐	☐	☐	[Enter note / clause reference]
04	Version, amendment process, and effective dates have been recorded	☐	☐	☐	☐	[Enter note / clause reference]
05	Calendar-day versus business-day deadlines and notice delivery rules are understood	☐	☐	☐	☐	[Enter note / clause reference]

WORK AND OPERATIONS

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
06	Scope, work-order authority, approvals, and service deadlines are understood	☐	☐	☐	☐	[Enter note / clause reference]
07	Change orders and unexpected/excessive conditions have an approval pathway	☐	☐	☐	☐	[Enter note / clause reference]
08	Documentation, photographs, quality control and rework obligations are understood	☐	☐	☐	☐	[Enter note / clause reference]
09	Known property hazards, access limits, and stop-work escalation are addressed	☐	☐	☐	☐	[Enter note / clause reference]

FINANCIAL CONSIDERATIONS

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
10	Rates and expense reimbursement categories are understood	☐	☐	☐	☐	[Enter note / clause reference]
11	ACH, app, portal, and other required-system fees have been identified	☐	☐	☐	☐	[Enter note / clause reference]
12	Invoice submission, acceptance, and payment triggers are identified	☐	☐	☐	☐	[Enter note / clause reference]

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
13	Any upstream-payment conditions have been reviewed	☐	☐	☐	☐	[Enter note / clause reference]
14	Chargeback, offset, cure and appeal processes are understood	☐	☐	☐	☐	[Enter note / clause reference]
15	Treatment of undisputed amounts during a dispute is identified	☐	☐	☐	☐	[Enter note / clause reference]

INSURANCE, PEOPLE, AND DATA

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
16	Indemnity and liability allocation have been reviewed with appropriate advisers	☐	☐	☐	☐	[Enter note / clause reference]
17	Coverage requirements, exclusions, and additional-insured requests were assessed	☐	☐	☐	☐	[Enter note / clause reference]
18	Subcontracting and any pass-through obligations are understood	☐	☐	☐	☐	[Enter note / clause reference]
19	Actual independent-contractor arrangements and controls were assessed	☐	☐	☐	☐	[Enter note / clause reference]
20	Confidentiality, AI use, photo integrity, data security, and incident notice are addressed	☐	☐	☐	☐	[Enter note / clause reference]
21	Representations, warranties, audit/reporting access, and record-keeping duties are understood	☐	☐	☐	☐	[Enter note / clause reference]

LEGAL AND EXIT CONSIDERATIONS

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
22	Governing law, dispute forum, and legal-cost provisions are identified	☐	☐	☐	☐	[Enter note / clause reference]

#	REVIEW ITEM	C	Q	P	N/A	CLAUSE / NOTES / FOLLOW-UP
23	Any lien rights/waivers and statutory deadlines were referred for local legal review	☐	☐	☐	☐	[Enter note / clause reference]
24	Restrictions on solicitation, competition, or future work were flagged	☐	☐	☐	☐	[Enter note / clause reference]
25	Arbitration, jury-trial waivers, and other remedy waivers were referred for review if present	☐	☐	☐	☐	[Enter note / clause reference]
26	Termination, unfinished assignments, and final payment treatment are clear	☐	☐	☐	☐	[Enter note / clause reference]
27	Unresolved questions, reviewer, decision, and final signed version are documented	☐	☐	☐	☐	[Enter note / clause reference]

OPEN QUESTIONS & APPROVAL RECORD

Highest-priority unresolved issue	[Enter issue / contract clause]
Clarification requested / when	[Enter here]
Professional consulted (attorney / broker / other)	[Enter here]
Next action / responsible person	[Enter here]
Decision / approving authority	[Enter here]
Disposition	☐ Clarification needed ☐ Professional review ☐ Internal review documented
Authorized reviewer / date	[Enter here]

CLARIFICATION & FOLLOW-UP LOG

Clause / question	Evidence or proposed clarification	Owner / outcome / date
[Enter here]	[Enter here]	[Enter here]

[Enter here]	[Enter here]	[Enter here]
[Enter here]	[Enter here]	[Enter here]

Final signed agreement / secure file location: [Enter here] • Next review or renewal date: [Enter here]