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Property Security Reporting Checklist

When managing vacant or transitional properties, visibility is everything. Property owners need confidence that their assets are being actively monitored, risks are being addressed, and incidents are documented with clear evidence.

Use this checklist to assess whether your current reporting process delivers the level of transparency, accountability, and documentation today's property owners expect:



Monitoring Activity is Documented

Does every report clearly show:

- Dates and times the property was monitored?
- Confirmation that scheduled patrols were completed or monitoring is in place?
- Monitoring frequency?



Timestamped Incident Logs

Does your reporting include:

- Date and time of every incident?
- Description of what occurred?
- Location of the event?



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Photo and Video Evidence

Can reports provide:

- Images of incidents?
- Video footage where available?
- Visual proof linked to reported events?



Audit-Ready Documentation

Can reports be:

- Easily retrieved?
- Exported for insurance or legal purposes?
- Used to demonstrate due diligence?
- Searched by date?



Response Actions Recorded

Does every incident include:

- Actions taken?
- Security interventions?
- Resolution status?
- Law enforcement or contractor involvement (if applicable)?



Repeat Incidents Identified

Can your reports highlight:

- Recurring trespassing?
- Repeat vandalism?
- Emerging security trends?
- Frequent unauthorized vehicle activity?



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Audit-Ready Documentation

Can reports be:

- Easily retrieved?
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- Used to demonstrate due diligence?
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Exportable Reports

Can reports be shared quickly with:

- Property owners?
- Investors?
- Insurance providers?
- Legal teams?



Secure Report Sharing

Does your reporting platform:

- Protect sensitive information?
- Use encrypted data transmission?
- Control who can access reports?



Key Takeaway



The best security reports don't just record incidents; they demonstrate proactive asset management. Timestamped, evidence-backed reporting builds confidence, supports compliance, and strengthens client relationships.

Quick Assessment: How many boxes can you confidently tick?

7-8 ✓ - Your reporting process provides strong visibility and accountability.

4-6 ✓ - Your reporting covers the basics but could improve transparency and efficiency.

0-3 ✓ - Your reporting may leave questions unanswered and increase business risk.