

Security Audit Checklist

- ✓ Install office security cameras to prevent theft. A closed circuit camera system is best.
- ✓ Safeguard your resident/client files. Install a key card access system for secure file areas and limit access only to those people who have a business reason to see client files.
- ✓ Train your employees to not leave client files on their desks unattended.
- ✓ Update your employee training manual to include computer usage policies and procedures.
- ✓ Install a reputable antivirus/malware program on all employee computers and configure it to run a daily scan.
- ✓ Require employees to use strong passwords on your computers and systems. Passwords should be at least 7 characters long and contain at least one special character and number. Make it a policy that passwords should not be shared or written down, and change regularly.
- ✓ Check each prospective employee's professional references.
- ✓ Budget accordingly to add background checks to your hiring process. You can choose the investigation level needed per position, but at a minimum, a criminal background check should be performed for each employee.
- ✓ Set up training for your employees on key computer systems, such as accounting software and online payment systems. An employee is more likely to use and recommend a service they are familiar with.
- ✓ Ask your vendors to conduct training sessions on the latest updates to their systems.
- ✓ PayLease provides free training to all of your employees whenever needed.
- ✓ Stop storing complete credit card numbers! Only store the last 4 digits and credit card type.
- ✓ Don't store Social Security numbers either!
- ✓ Verify that any third party service provider who handles cardholder data has a valid PCI compliance certification.
- ✓ Stay abreast changes to laws and regulations, which can change without notice. Frequently visit your state department of real estate website, the National Apartment Association (NAAHQ.org > Learn > Government Affairs) and the National Association of Property Managers (NARPM.org > Legislative). Stay in touch with your local affiliates, too!