**Company**

* No failed vetting items
* Background checks are maintained
* Assignments are accepted electronically
* DMV is checked for lien loss
* Skip tracing ability
* Drivers have cell phones
* RDN user type
* Documents uploaded:
	+ Continued Education Training Process
	+ Information Retention Policy
	+ Disaster Recovery Plan
	+ Employee Handbook
	+ Complaint Log

**Employee**

* Employment type is not contract
* Drivers must have current driver’s license
* Drivers must have current recovery agent license
* Employee certifications are current
* No overdue trainings
* Able to receive texts and emails on the field

**Location**

* Lighting type
* Location is attended
* Transporters allowed
* Locksmithing onsite
* Locksmithing equipment owned
* Paper file disposal type
* Paper file storage type
* Has server room
* Server room locked
* Computer security type
* Posted regulations and licenses in offices and trucks
* Pictures taken when vehicles leave the lot
* Internal camera count
* External camera count
* Key storage secure
* Personal property storage security
* Indoor vehicle storage
* Entrance type
* Fence type
* Fence height
* Fence wire type
* Transponder keys available
* Key fobs available
* Laser cut keys available

**Vehicle**

* Registration expiration is current
* Has GPS
* Has dashcam
* Insurance policy expiration dates are current