Site takeover access inventory checklist

Every login, account and file to collect when you inherit a website, in the order that keeps it safe: domain first, backup before changes, then access, code and renewals.

Check off each item as you go. Keep a printed copy somewhere other than your computer.

DOMAIN AND DNS FIRST

- [ ] Registrar account owned by the business, 2FA on.
- [ ] RDAP saved: registrar, expiry, status, NS.
- [ ] Auto-renew on, card valid, registrar lock on.
- [ ] Registrant email is not only on this domain.
- [ ] DNS host and any CDN or proxy identified.
- [ ] Full DNS zone exported and stored.

HOSTING, EMAIL, BACKUPS

- [ ] Hosting account in the owner's name.
- [ ] Panel, SFTP and SSH logins in a password manager.
- [ ] Off-server backup of files and DB, before changes.
- [ ] Backup restored to staging once, and it works.
- [ ] Mail provider (MX) known, owner holds admin.
- [ ] Site mail route known. SPF and DKIM pass.

WHO CAN GET IN

- [ ] Admin users reviewed. Unknowns queried first.
- [ ] Application passwords checked on each admin.
- [ ] Panel users, SFTP, SSH keys, DB users checked.
- [ ] New passwords and 2FA on every kept account.
- [ ] Old developer and support logins removed.

CODE AND LICENSES

- [ ] wp core verify-checksums run, issues checked.
- [ ] No PHP files in uploads. MU plugins explained.
- [ ] Premium plugins listed: license owner, expiry.
- [ ] Licenses moved to the owner. Bundles noted.
- [ ] Nulled or abandoned plugins replaced.

SERVICES AND RENEWALS

- [ ] Analytics and Search Console owned by business.
- [ ] Payment and shipping in the owner's live account.
- [ ] Uptime, SSL and domain alerts reach a person.
- [ ] Renewals register filled in, dates and owners.
- [ ] Handoff document saved for the owner.