Ownership & Handover Checklist

"Do I own my website?" is too broad a question

For each item, mark Business-controlled (B), Provider-dependent (P) or Unknown (U).

Ownership audit

Domain & DNS			
Domain registrar account	B	P	U
DNS management	B	P	U
Hosting & platform			
Hosting or platform account	B	P	U
Cancellation or migration process	B	P	U
Website / CMS			
CMS administrator account	B	P	U
Content export process	B	P	U
Backup access	B	P	U
Code & design			
Source code / repository access	B	P	U
Design source files	B	P	U
Content & media			
Copy and photography usage rights	B	P	U
Third-party assets	B	P	U
Google & marketing accounts			
Search Console	B	P	U
Google Analytics	B	P	U
Google Tag Manager	B	P	U
Google Business Profile	B	P	U

Integrations & commerce

CRM and email marketing	B	P	U
Booking or scheduling platform	B	P	U
Payment processor / ecommerce account	B	P	U

Documentation

- [ ] Site architecture and platform are documented.
- [ ] Backup and update procedures are written down.
- [ ] Recurring fees and licence renewals are listed with dates.
- [ ] Support contacts and known limitations are documented.

Credentials & access

- [ ] The business has its own login to every critical account, not a shared master password.
- [ ] Domain, hosting, CMS and analytics access uses invitations or delegated roles.
- [ ] Recovery methods (email, MFA) are controlled by the business.

Files

- [ ] Logo and brand assets are saved outside the provider's systems.
- [ ] Final copy and image assets are saved outside the provider's systems.
- [ ] Source files or a data export are received as contractually agreed.

Verification

- [ ] The business can log in independently and reset its own access.
- [ ] Billing goes to the intended party.
- [ ] Forms reach the intended inbox or CRM.
- [ ] Analytics and Search Console are receiving data under a business-controlled account.

This checklist is educational, not legal advice. Copyright and contract questions specific to your situation deserve a lawyer's review. See vortio.com/resources/website-toolkit/ownership-handover for sources.