

SaaS Renewal Review Checklist

Use this checklist 30, 60, or 90 days before renewal so the business can decide whether to renew, cancel, replace, or evaluate a SaaS tool.

How to use this

Work through the checklist before the event date, assign owners for every unresolved item, and update your operating record as decisions are made.

Renewal basics

<input type="checkbox"/> Confirm renewal date	<input type="checkbox"/> Confirm cancellation deadline
<input type="checkbox"/> Confirm billing frequency and annual cost	<input type="checkbox"/> Identify business owner
<input type="checkbox"/> Identify billing contact	<input type="checkbox"/> Identify vendor contact or account manager

Usage and value

<input type="checkbox"/> Confirm department or team using the tool	<input type="checkbox"/> Review active users or seat count
<input type="checkbox"/> Check duplicate or overlapping tools	<input type="checkbox"/> Identify workflows supported by the tool
<input type="checkbox"/> Confirm whether the system is business critical	<input type="checkbox"/> Review integrations, API keys, and data dependencies

Decision path

<input type="checkbox"/> Choose renew, cancel, replace, or evaluate	<input type="checkbox"/> Assign decision owner and due date
<input type="checkbox"/> Confirm budget owner approval	<input type="checkbox"/> Document negotiation or cancellation notes
<input type="checkbox"/> Verify access owner and backup admin	<input type="checkbox"/> Record final decision for next renewal cycle

Most missed items

<input type="checkbox"/> Cancellation deadlines before renewal date
<input type="checkbox"/> Tools owned by former employees
<input type="checkbox"/> Billing contacts buried in inboxes

[] Duplicate tools across departments

[] Integrations that make cancellation risky

Atlariem record

Example record: SaaS asset -> owner, billing contact, cost, renewal date, cancellation deadline, decision status, dependent workflows.

Make it repeatable

Atlariem keeps SaaS renewal decisions connected to owners, costs, vendors, access coverage, and operational impact.