

Land purchase evidence checklist

An editable working record, not a property approval

Type in the blank fields and mark only checks you have actually performed. An unchecked item remains open. A checked box means the task was performed; it does not certify a favourable result. Save a new copy when the property or project changes.

Interactive PDF: save your completed copy and reopen it to confirm that your entries were retained.

- ☐ I compared the property identifiers across the advert and documents.
- ☐ I wrote the intended use and scale rather than relying on a generic label.

Property reference

Municipality and rural locality or neighbourhood

Property registry number and document reference

Intended use, scale and project version

2. Ask a precise land-use question

Practical task

Draft a question naming the property, intended activity and scale. Ask which documents and conditions apply; keep the answer's exclusions with the answer.

☐ I recorded document dates and the question that needs professional review.

☐ I recorded the scope and exclusions of the land-use response.

Document or map layer

Source or document date

Scope and limitations

Question for the authority or professional

Result of the check and open conditions

4. Read maps without inventing rights

Practical task

Save a map view with the location, layer name, date, scale and source visible. Record what the map cannot answer rather than treating an absence as permission.

- ☐ I retained map source, layer, scale and date with the capture.
- ☐ I separated physical access from the documentary access question.
- ☐ I requested property-specific utility and wastewater information.

Source URL

Document or map layer

Question for the authority or professional

What is still unknown?

8. Prepare a decision and a handover

Use this document to prepare questions, organise evidence and record what remains unknown. It does not certify ownership, permitted use, building rights, availability or the status of a public project. Obtain property-specific answers from the competent authority and appropriate professionals before making commitments.

☐ I separated asking price from additional costs and unknowns.

☐ I checked the documented stage of any claimed future benefit.

☐ I assigned the next action and kept open conditions explicit.

Cost item and assumption

What part of my project depends on it?

Person responsible for the next check

Next review date

Additional notes and file references