Property Project Brief

Summarise a property proposal and the information requiring specialist review.

1. Project name, location and proposed use

2. Current stage and responsible project contact

3. Documents supplied, dates and sources

4. Unverified matters or missing information

5. Questions for legal, valuation or technical specialists

6. Agreed next step and responsible person

Planning aid only. This is not a statutory form or professional tax, legal or accounting advice.

Use a summary for an initial enquiry. Share sensitive records only through agreed arrangements.