

Real Estate Development Project Checklist Template

 Show only Checklist

Display Style
Default 

Feasibility & Planning

Initial assessment and planning stages of the real estate development project.

Project Concept Summary

Write something...

Estimated Project Size (sq ft)

Enter a number...



Proposed Property Use

- Residential
- Commercial
- Mixed-Use
- Industrial

Target Project Completion Date

Enter date...

Estimated Development Costs

Enter a number...

Risk Assessment Level

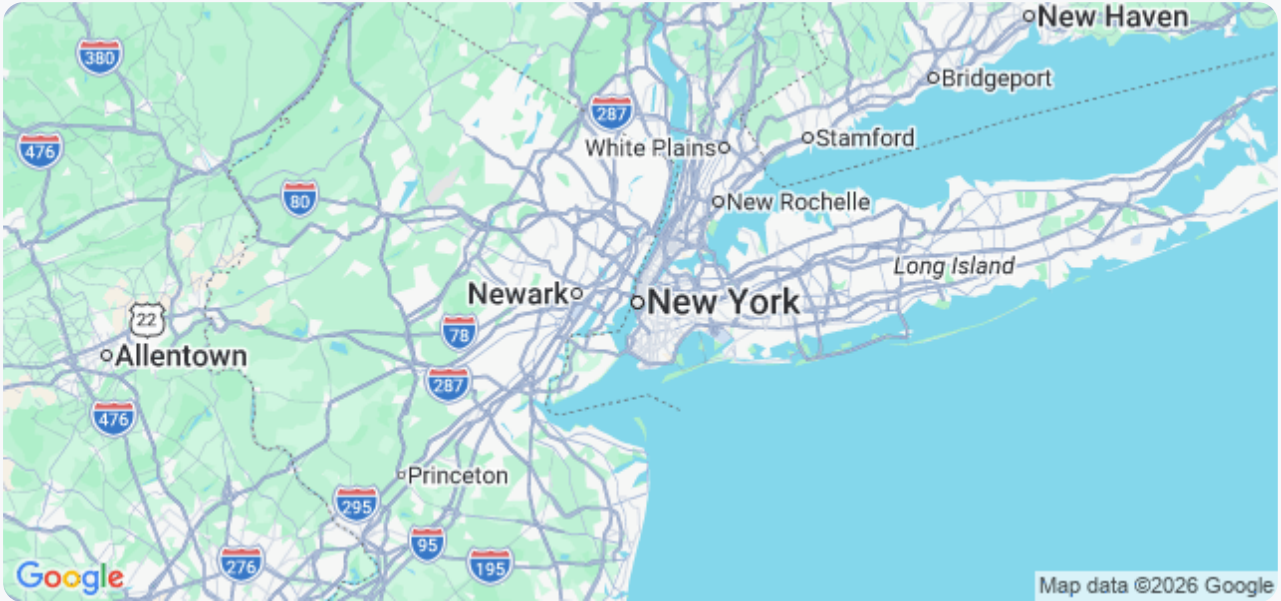
- Low
- Medium
- High

Land Acquisition & Due Diligence

Activities related to purchasing or securing the land for development.

Property Address

 [Set My Current Location](#)



Assessed Value

Enter a number...

Offer Date

Enter date...

Purchase Price

Enter a number...

Zoning Classification

- Residential
- Commercial
- Industrial
- Mixed-Use

Survey Documents

 Upload File

Title Search Notes

Write something...

Design & Permitting

Architectural design, engineering plans, and obtaining necessary permits.

Architect's Name

Write something...

Architectural Drawings

 Upload File

Design Narrative/Concept

Write something...

Building Height (meters)

Enter a number...

Zoning Compliance Status

- Compliant
- Variance Required
- Non-Compliant

Permit Application Submission Date

Enter date...

Engineering Calculations

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Financing & Budgeting

Securing funding and managing the project budget.

Total Project Budget

Equity Contribution

Debt Financing Amount

Financing Source

- Bank Loan
- Private Investor
- Government Grant
- Other

Loan Approval Date

Contingency Fund Allocation (%)

Budget Assumptions and Notes

Financing Agreement

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Construction Phase

All activities related to the physical construction of the real estate project.

Scheduled Concrete Pour Date

Cubic Yards of Concrete Poured

Framing Inspection Status

- Passed
- Failed
- Pending

Photos of Framing Completion

 Upload File

Scheduled Roofing Start Date

Enter date...

Time of Daily Site Check-in

Enter time...

Number of Workers on Site

Enter a number...

Legal & Regulatory Compliance

Ensuring compliance with all applicable laws and regulations.

Zoning Compliance Confirmed?

- Yes
- No
- Pending

Permit Application Submission Date

Enter date...

Summary of Environmental Impact Assessment Findings

Write something...

Accessibility Compliance (ADA) Assessment?

- Complete
- In Progress
- Not Started

Copy of Required Permits

 Upload File

Number of Open Code Violations

Enter a number...

HOA Approval Received?

- Yes
- No
- N/A

Marketing & Sales

Promoting and selling the developed property.

Target Audience Size

Enter a number...

Primary Marketing Channel

- Social Media
- Website/SEO
- Print Advertising
- Email Marketing
- Public Relations

Marketing Campaign Start Date

Enter date...

Marketing Campaign Messaging Summary

Write something...

Target Demographics

- Age 18-25
- Age 26-35
- Age 36-50
- Families
- Professionals

Marketing Collateral Samples (Brochures, Ads)

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Project Closeout

Final tasks and documentation required for project completion.

Official Project Completion Date

Enter date...

Final Project Cost

Enter a number...

Final Project Report Summary

Write something...

As-Built Drawings

 Upload File

Project Status

- Completed
- Closed
- Archived

Project Manager Signature

Lessons Learned Documentation

Write something...