BEFORE YOU BUY

Take a closer look.

Ghana property viewing checklist. Use a separate copy for each property and keep it with your photographs and documents.

Use these prompts to organise your enquiries. Independent legal and technical professionals should assess ownership, contract terms and the property's condition.

YOUR NAME

VIEWING DATE / TIME

01 Identify the property and your intended use

Address or property reference; home, rental or future development; essential requirements.

02 Know who you are dealing with

Seller and representative names; whom each person represents; contact and licence details to verify where relevant.

03 Request the documents for review

Record which ownership, plan, search and contract documents you will send to your independent lawyer.

THE PROPERTY ITSELF

Look beyond the finish.

Make a note of the evidence you have seen and anything that still needs professional verification.

04 Define the searches and survey checks

Which official searches, boundary or site-plan checks are needed? Who will obtain and interpret them?

05 Inspect access, condition and surroundings

Mark each item: observed, needs checking, or not relevant. Record concerns in the notes column.

ITEM	STATUS	NOTES / EVIDENCE
Road / access / parking		
Drainage / signs of damp		
Water / power / internet		
Structure / finishes / fixtures		
Neighbourhood / noise / security		

06 Confirm the price, inclusions and extras

Price and currency; what comes with the property; fit-out or repairs; professional and transaction costs to confirm.

THE OWNERSHIP COMMITMENT

Understand the terms.

Ask for material details in writing and identify the person responsible for answering each question.

07 Record ongoing charges and responsibilities

Service charges, utilities, maintenance, insurance and management; what is included and who is responsible.

08 Check permission for your intended use

Ownership or lease restrictions, building rules and relevant approvals. For short-lets, confirm the applicable tourism requirements.

09 Review the commitment before paying

Request reservation and sale terms. Check payment stages, cancellation, delivery, defects, receiving-account verification and receipts.

FINISH THE VIEWING

Leave with a clear list.

The next step is to resolve the open questions. Keep a dated record of what was promised and the evidence received.

10 Assign every unresolved question

QUESTION / EVIDENCE NEEDED	PERSON RESPONSIBLE	FOLLOW-UP DATE

MY NEXT STEP / CONDITION THAT MUST BE MET BEFORE I PROCEED

Useful starting points

Land title-registration requirements

https://www.lc.gov.gh/services/registration-title/

REAC practitioner verification

https://reac.gov.gh/public-registry-search/

Building permissions: check the assembly for the location

https://www.ama.gov.gh/building-permit.php

Tourism registration and licence verification

https://gta.gov.gh/

References checked 7 November 2026. Requirements depend on the property and transaction. This worksheet helps organise a viewing; it does not certify title or approve a purchase.