

# Small Self Administered Scheme

## Property Questionnaire



## Property Questionnaire

The purpose of this questionnaire is to provide us with sufficient information to consider whether a proposed property purchase would be acceptable for a registered pension scheme to make. We cannot proceed with the property purchase until this questionnaire is completed, signed and returned to us. The agent dealing with the sale of the property should be able to assist with the majority of information required. If any of the information requested is not available then please put 'not known' in the relevant space and forward the outstanding information to us as soon as possible. Please do not delay in returning this form.

If you are completing this form to enable a transfer of property from a SSAS or SIPP (as part of an in-specie transfer) then please only answer those questions that are relevant.

We will rely on you, the other member trustees and any advisers involved to make yourselves aware of our requirements which will minimise the risk of confusion or unnecessary complications. It is vitally important that you also read our Property Notes which explain in detail the various requirements which must be adhered to when purchasing a property in a SSAS. Guidance Notes are available upon request for solicitors, surveyors and lending institutions.

### 1 Contact Details

Name of scheme	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Post Code"/>
Daytime telephone number	<input type="text"/>

### 2 Property Details

Address	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Post Code"/>
Description of the property (e.g. office, industrial)	<input type="text"/>
Is the title registered	Yes <input type="radio"/> No <input type="radio"/>
Freehold or Leasehold	Freehold <input type="radio"/> Leasehold <input type="radio"/>
If Leasehold, please provide:	
Outstanding term of lease	<input type="text"/>
Ground rent payable	<input type="text"/>
Is the property being purchased with vacant possession or is there an existing tenant?	Vacant possession <input type="radio"/> Existing tenant <input type="radio"/>
Age of property (approx.)	<input type="text"/>
Is the property subject to VAT?	Yes <input type="radio"/> No <input type="radio"/>
If No, is a VAT election likely? (e.g. for possible refurbishment or extension)	Yes <input type="radio"/> No <input type="radio"/>
Purchase price of property	£ <input type="text"/> <small>(delete as applicable)</small> including / excluding VAT
Proposed completion date	<input type="text"/>
Is there any residential element within the property?	Yes <input type="radio"/> No <input type="radio"/>
If Yes, please provide details and who will occupy separately before submitting this form.	<input type="text"/>
<i>Please note we will require a valuation from a chartered surveyor to confirm the value of the property.</i>	

## 2 Property Details (cont)

Is the vendor connected with the members or sponsoring employer?

Yes

No

If Yes, please provide details of the relationship/connection

Is any refurbishment or development intended which will be paid for by the SSAS?

Yes

No

If Yes, please provide details including costs and dates when the finance will be required.

Details of refurbishments or improvements

**Note:** Who is to be responsible to pay for any refurbishments must be clearly agreed, in writing, between the SSAS trustees and the tenant in advance. Payment for refurbishments or improvements must be in accordance with the lease. Where the SSAS and tenant are connected, failure to comply with this may result in an unauthorised payment by the SSAS and tax charges being levied against the member(s), sponsoring employer and/or scheme.

Have you been provided with an Energy Performance Certificate (EPC) for the property?

Yes

No

N/A

If not, please ensure that the vendor provides an EPC to you at the earliest opportunity. Please forward a copy of the EPC to us at the earliest opportunity.

## 3 Financing of the Property

Please summarise how the property will be financed, continuing on a separate sheet if necessary.

### Cost

Purchase price

£

Plus VAT (if applicable)

£

Plus Stamp Duty Land Tax

£

Plus legal and professional costs (incl VAT)

£

Plus refurbishment/improvement costs (incl VAT)

£

Total cost

£

Financed by:

<b>Members' name</b>				
<b>Percentage interest in the property</b>				
<b>Contributions</b>				
Amount				
<b>Existing SSAS funds (cash)</b>				
<b>Transfer 1: Member name</b>				
Pension Provider				
Amount				
<b>Transfer 2: Member name</b>				
Pension Provider				
Amount				
<b>Transfer 3: Member name</b>				
Pension Provider				
Amount				
<b>Transfer 4: Member name</b>				
Pension Provider				
Amount				
<b>Borrowing</b>				
Lender				
Amount				
<b>Total</b>				

### 3 Financing of the Property (cont)

Please continue on a separate sheet if necessary.

It is vitally important that you complete the above section in order that we are fully aware of the financing requirements relating to the proposed property purchase.

If you need to realise existing investments under the SSAS to assist with the property purchase then please advise us under separate cover. It is important to check that there will be adequate finance in place to purchase the property making suitable allowance for any improvements, refurbishments, VAT (if applicable), stamp duty land tax and all professional fees.

Please note that either you or your financial adviser, will be responsible for organising any transfer payments.

### 4 Vendor's Details

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Post Code
Telephone Number	<input type="text"/>

### 5 Vendor's Solicitor

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Post Code
Telephone Number	<input type="text"/>

### 6 Selling Agent's Details

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Post Code
Telephone Number	<input type="text"/>

## 7 Details of Existing Tenant (if applicable)

Business Name/Contact	<input type="text"/>	Company Number	<input type="text"/>
Registered Business Address	<input type="text"/>		
	<input type="text"/>		
	Post Code		
Telephone Number	<input type="text"/>		
Is the tenant connected with the member(s), or sponsoring employer?	Yes	<input type="radio"/>	No <input type="radio"/>
If Yes, please provide details of the relationship/connection	<input type="text"/>		
Is tenant VAT registered?	Yes	<input type="radio"/>	No <input type="radio"/>
Is the tenant Exempt for VAT purposes?	Yes	<input type="radio"/>	No <input type="radio"/>
Rent payable and frequency of payments	<input type="text"/>		
Is rent paid up to date?	Yes	<input type="radio"/>	No <input type="radio"/>
Outstanding term of lease (please also specify details of any break clauses)	<input type="text"/>		

If the property is multi-tenanted, please provide details for each tenant on a separate sheet.

Please ensure this section (if applicable) is completed. We must carry out identity and verification checks on all existing tenants.

## 8 Details of Proposed Tenant (if applicable)

Business Name/Contact	<input type="text"/>	Company Number	<input type="text"/>
Registered Business Address	<input type="text"/>		
	<input type="text"/>		
	Post Code		
Telephone Number	<input type="text"/>		
Proposed rent payable and frequency of payments	<input type="text"/>		
Proposed term of lease (please also specify details of any break clauses)	<input type="text"/>		
Is tenant VAT registered?	Yes	<input type="radio"/>	No <input type="radio"/>
Is the tenant Exempt for VAT purposes?	Yes	<input type="radio"/>	No <input type="radio"/>
Is the tenant connected with the member(s), or sponsoring employer?	Yes	<input type="radio"/>	No <input type="radio"/>
If Yes, please provide details of the relationship/connection	<input type="text"/>		

If the proposed tenant is connected to the member(s) or sponsoring employer then you must obtain an independent rental assessment from a chartered surveyor and rent must be paid in accordance with this valuation. Please refer to the Property Notes for further details.

Please ensure this section (if applicable) is completed. We must carry out identity and verification checks on all proposed tenants before a lease is executed.

**Please note** - We require that a lease be put in place with all tenants. Furthermore, if the tenant is connected to the member or sponsoring employer then the rental must be supported by an independent professional valuation. Issues such as the term of the lease, the frequency of rental payments, obligations on landlord and tenant, break clauses and rent review periods are all subject to commercial negotiation, but in all cases must be adhered to once incorporated within a lease. Please note that the trustees must make an EPC available to all prospective tenants prior to letting the property. Failure to do so will result in delays and/or fines.

## 9 Trustees' Solicitor

Please provide details of the solicitors who will be appointed to act on behalf of the trustees to carry out the conveyance/transfer of the property and preparation of new leases. Please refer to the Property Notes for further details. Guidance Notes for solicitors are also available upon request.

Name/Contact

Address

Post Code

Telephone Number

## 10 Lender's Details (if applicable)

The trustees may borrow funds from any commercial lender subject to their agreement with the points covered in our Guidance Notes for commercial lenders.

Please provide the following details for your selected lender:-

Name/Contact

Address

Post Code

Telephone Number

Please refer to the Property Notes for further details. Guidance Notes for commercial lenders are available upon request.

## 11 Loan Details

Amount of loan

Term of loan

Monthly repayment

Please provide us with a copy of the offer letter(s) when available.

## 12 Surveyor's Details

In order for us to proceed with the property purchase we will require a valuation and report addressed to the trustees of the SSAS, prepared by a chartered surveyor.

Please provide the following information in respect of the chartered surveyor acting on behalf of the trustees. You should liaise with the lender (if applicable) to confirm they are happy to rely on the report provided for the trustees.

Name/Contact

Address

Post Code

Telephone Number

Further details are included in the Property Notes. Guidance Notes for surveyors are available on request.

## 13 Property Management

We insist that you appoint a property manager who will be responsible for the day-to-day management of the property. This may be one, or more of the member trustees of the SSAS. In some circumstances, we may require the trustees to appoint a recognised property management company to collect rents on the trustees' behalf and to ensure that the terms of the lease are being adhered to. We will let you know if this is the case.

Name of property manager

Address

Post Code

Telephone Number

## 14 Declaration

I confirm that I have read, understood and agree to abide by the terms and conditions set out in the Property Notes and that the information supplied in this questionnaire is correct to the best of my knowledge and belief.

I will pass a copy of this form and Property Notes to the other member trustees and ensure they are aware of the requirements set out in these documents.

Signature

Date

Name

Please send this form to:

**A J Bell Platinum**  
**Trafford House**  
**Chester Road**  
**Manchester**  
**M32 0RS**  
**Tel: 0845 25 05 610**  
**Fax: 0845 40 89 200**

## 15 Regulatory

A J Bell includes A J Bell Holdings Limited and its wholly owned subsidiaries A J Bell Management Limited, A J Bell Limited and A J Bell Securities Limited.

A J Bell Management Limited is authorised and regulated by the Financial Services Authority. A J Bell Securities Limited is a member of the London Stock Exchange and is authorised and regulated by the Financial Services Authority.

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The companies listed in the adjacent table are all registered in England and Wales at Trafford House, Chester Road, Manchester M32 0RS.

Company	Company Number	VAT Number
A J Bell Holdings Limited	4503206	833 5478 13
A J Bell Management Limited	3948391	759 3531 03
A J Bell Limited	3091664	639 0316 44
A J Bell Securities Limited	2723420	918 4226 21