

Self Invested Personal Pension

Property Questionnaire



1 Property Questionnaire

The purpose of this questionnaire is to provide us with sufficient information to consider whether a proposed property purchase would be an acceptable investment for a registered pension scheme to make. We cannot proceed with the property purchase until you return this signed questionnaire. 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 another registered pension scheme (as part of an in-specie transfer) then please only answer those questions that are relevant.

We will rely on you and the other advisors involved to make yourself 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 your SIPP. Guidance Notes are available upon request for solicitors, surveyors and lending institutions.

2 Contact Name

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Post Code"/>
Daytime Telephone Number	<input type="text"/>
Member's Name	<input type="text"/>

3 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"/> including / excluding VAT <small>(delete as applicable)</small>
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"/>
Is the vendor connected with the member?	Yes <input type="radio"/> No <input type="radio"/>
If Yes, please provide details of the relationship/connection	<input type="text"/>

Please note we will require a valuation from a chartered surveyor to confirm the value of the property.

3 Property Details (cont)

Is any refurbishment or development intended which will be paid for by the SIPP? Yes No

If so, 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 SIPP trustees and the tenant in advance. Payment for refurbishments or improvements must be in accordance with the lease. Where the SIPP and tenant are connected, failure to comply with this may result in an unauthorised payment by the SIPP and tax charges being levied against the member(s), 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.

4 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:

Note: Where the property is being purchased jointly by a group of individual members' SIPPs, please provide details of how much each member's SIPP will provide in the following table.

Members' name				
Percentage interest in the property				
Contributions				
Amount				
Gross / Net				
Existing SIPP funds (cash)				
Transfer 1				
Pension Provider				
Amount				
Transfer 2				
Pension Provider				
Amount				
Transfer 3				
Pension Provider				
Amount				
Transfer 4				
Pension Provider				
Amount				
Borrowing				
Lender				
Amount				
Total				

Please continue on a separate sheet if necessary.

4 Financing of the Property (cont)

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.

Please note that if the property is being purchased collectively by a group of individual SIPPs then each SIPP will need to take out a separate loan, i.e. individual loan agreements are required for each SIPP.

Each SIPP can only borrow up to 50% of the net asset value immediately before the borrowing takes place. (i.e. the value of the property to be purchased must be ignored). This limit includes existing borrowing and any amount borrowed to finance VAT on the property purchase.

If you are paying contributions to assist with a property purchase then we cannot proceed with the property purchase until all associated paperwork has been received in relation to any contributions. Please note it normally takes between six and eleven weeks to receive payment of the basic rate income tax relief on member's contributions. You must take account of this when considering a property purchase.

If you need to realise existing SIPP investments 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.

You or your financial adviser will be responsible for organising any transfer payments.

5 Vendor's Details

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

6 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"/>

7 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"/>

8 Details of the 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)?	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.			

9 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 the 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)?	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) 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. 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.			

10 SIPP Trustees' Solicitor Details

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

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

If the property is being purchased collectively by a group of SIPP's then each SIPP must take out a separate loan agreement.

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

12 Loan Details

Member's name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term of loan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly repayment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

13 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 your SIPP, prepared by a chartered surveyor.

Please provide the following information in respect of the chartered surveyor acting on behalf of the SIPP trustees. You should liaise with the lender (if applicable) to confirm they are happy to rely on the report provided for the SIPP trustees. Alternatively, please advise if you are happy for the trustees to use the services of the firm appointed by the lender.

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

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

14 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 you, as the SIPP member. 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/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/> Post Code
Telephone Number	<input type="text"/>

15 Joint Purchases

If the commercial property is to be purchased collectively by more than one A J Bell SIPP then please provide details of the other parties and the percentage holding each SIPP member will have in the property in the 'Financing of the property' section above.

It is important to note that the percentage holding must reflect each party's contribution towards the purchase price.

Only one property questionnaire needs to be completed in respect of each property and the person named in section 1 will be used as the contact for all correspondence. All parties to the joint purchase should, however, carefully read the Property Notes.

16 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 the Property Notes to the other member trustees and ensure they are aware of the requirements set out in these documents.

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>		
Capacity	<input type="text"/>		

Please send this form to:

A J Bell Platinum
Trafford House
Chester Road
Manchester
M32 0RS
Tel: 0845 25 05 609
Fax: 0845 40 89 200

17 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.

Sippdeal, Sippdealxtra and SIPPcentre are platforms provided by A J Bell Management Limited. A J Bell Platinum SIPP is provided by A J Bell Management Limited. A J Bell Platinum SSAS is provided by A J Bell Limited.

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