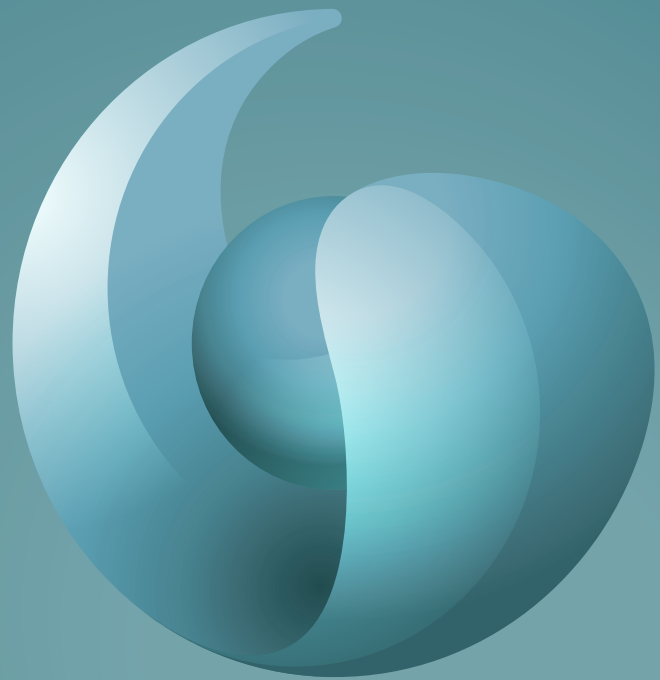


The SSAS

Property Questionnaire



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1. Introduction

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 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 The SSAS.

2. Contact Details

Name

Address

Daytime Telephone Number

Email Address

3. Property Details

Address

Description of the property (e.g. office, industrial)

Is the title registered:

 Yes No

Freehold or Leasehold:

 Freehold Leasehold

If Leasehold, please provide:

Outstanding term of lease

Ground rent payable

Is the property being purchased with vacant possession or is there an existing tenant?

 Vacant Existing possession tenant

Age of property (approx) _____

Is the property subject to VAT?

 Yes No

3. Property Details (Continued)

Is the property subject to VAT? Yes No

Purchase price of the property: Including VAT Excluding VAT

Proposed completion date: _____

Is there any residential element within the property? Yes No

Is the vendor connected to the member? Yes* No

*If Yes, please provide details of the relationship/connection below.

NOTE: We will require an independent market valuation report (including a market rental valuation) by a person holding a recognised professional surveying qualification E.g. RICS, having recent experience in the location and category of the property concerned and prepared in accordance with the latest Practice Statements and Guidance Notes set out in the Royal Institute of Chartered Surveyors Valuation Standards.

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 below.

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) and/or scheme.

Have you been provided with an Energy Performance Certificate (EPC) for the property? Yes No* N/A

*If No, 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 of the property:

Plus VAT (if applicable):

Plus Stamp Duty Land Tax:

Plus legal and professional costs (incl VAT)

4. Financing of the property (Continued)

Plus refurbishment/improvement costs (incl VAT)

£

Total cost

£

Financed by:

Members Name

Interest in the property

%

Contributions:

Amount

£

Gross

Net

Existing SSAS funds (cash)

Transfer 1:

Pension Provider

Amount

£

Transfer 2:

Pension Provider

Amount

£

Transfer 3:

Pension Provider

Amount

£

Borrowing:

Pension Provider

Amount

£

Total:

£

Please continue on a separate sheet if necessary.

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

Each SSAS 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 contributions. Please note it normally takes between six and eleven weeks to receive a 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 SSAS 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

Address

Telephone Number

Email Address

6. Vendor's Solicitor

Name

Address

Telephone Number

Email Address

7. Selling Agent's Detail

Name

Address

Telephone Number

Email Address

8. Details of the Existing Tenant (if applicable)

Business Name/Contact

Address

Telephone Number

Company

Is the tenant connected with the member(s)?

Yes*

No

*If yes, please provide details of their relationship/connection below.

Is the tenant VAT registered?

Yes

No

Is the tenant exempt for VAT purposes?

Yes

No

8. Details of the Existing Tenant (Continued)

Rent Payable

Frequency of Payments

Is the rent paid up to date?

Yes

No

Outstanding term of lease (please also specify details of any break clauses)

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

Company

Address

Telephone Number

Email Address

Proposed Rent Payable

Frequency of Payments

Proposed term of lease (please specify details of any break clauses)

Is the tenant VAT registered?

Yes

No

Is the tenant exempt for VAT purposes?

Yes

No

Is the tenant connected with the member(s)?

Yes*

No

*If yes, please provide details of their relationship/connection below.

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 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 business 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. The SSAS Trustee's 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.

Name/Contact	Address
Telephone Number	
Email Address	

11. Lender's Details (if applicable)

The trustees may borrow funds from any commercial lender subject to their agreement. Please provide the following details for your selected lender:

Name/Contact	Address
Telephone Number	
Email Address	

If the property is being purchased collectively by a group of SSAS's then each SSAS must take out a separate loan agreement. Please refer to the Property Notes for further details.

12. Loan Details

Member's Name	Amount £
Term of Loan	Monthly repayment

Please provide us with a copy of the 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 The SSAS, prepared by a chartered surveyor.

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

Name/Contact	Address
Telephone Number	
Email Address	

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 SSAS 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	Address
Telephone Number	
Email Address	

Further details are included in the Property Notes.

15. 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 (if applicable) and ensure they are aware of the requirements set out in these documents.

Name	Capacity
Signature	Date

Please send this form to:

iPensions Group SSAS Trustees Limited
2nd Floor, Marshall House,
2 Park Avenue,
Sale, M33 6HE

Tel: 0161 972 2840
Fax: 0161 972 2841

16. Regulatory

iPensions Group SSAS Trustees Limited is a subsidiary of iPensions Group Limited. iPensions Group Limited is registered in England and Wales with Company Number 03683070 whose registered office is at 2nd Floor, Marshall House, 2 Park Avenue, Sale M33 6HE. Authorised and regulated by the Financial Conduct Authority, Licence Number 464521.

Telephone: 0161 972 2840.
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