

SSAS

## 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 a transfer of investments) 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.

Please sign and date this application and return it to:

AJ Bell Platinum  
4 Exchange Quay  
Salford Quays  
Manchester  
M5 3EE

Telephone number: 0345 25 05 610

Fax: 0345 40 89 200

### 1. Contact details

Name of scheme

Name

Address

Postcode

Daytime telephone number

## 2. Property details

Address

Postcode

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

Is the title registered?

Yes  No

Freehold or leasehold?

Freehold

Leasehold

If 'leasehold', please provide:

a) outstanding term of lease

b) ground rent payable

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

Vacant possession

Existing tenant

Age of property (approx.)

Is the property subject to VAT?

Yes  No

If 'No', is a VAT election likely (e.g. for possible refurbishment or extension)?

Yes  No

Purchase price of property

£  (delete as appropriate)  
**including/excluding VAT**

Proposed completion date

Is there any residential element within the property?

Yes  No

If 'Yes', please provide details, including who will occupy the property, before submitting this form (continue on a separate sheet if necessary).

Is the vendor connected with the members or sponsoring employer?

Yes  No

If 'Yes', please provide details of the relationship/connection

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

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 of 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 'No', please ensure that the seller provides an EPC to you, and that you forward a copy of it to us as soon as possible. Please note that we will not accept property in England or Wales with an EPC rating of F or G unless the building qualifies for an exemption.

### 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 SDLT/LBTT/LTT	£
Plus legal and professional costs (incl. VAT)	£
Plus refurbishment/improvement costs (incl. VAT)	£
<b>Total cost</b>	£

#### Financed by

Present Cash Balance	£
Disinvestment from existing scheme investments	£
Transfers from alternative arrangements	£
Contributions	£
Borrowing	£
<b>Total</b>	£

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 (or local equivalent) and all professional fees.

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

If a transfer is required, please arrange for a SSAS Transfer Form to be completed. This can be obtained via the AJ Bell Platinum SSAS website or you can request a copy from the scheme administrator. Please note that either you or your financial adviser, will be responsible for organising any transfer payments.

If contributions are to be paid, please provide details of how these will split between the members below:

#### 4. Earmarking the property

Assets within a SSAS would typically be held on a pooled basis, which means no individual member has a right to a particular asset. It is however possible to earmark assets with an AJ Bell Platinum SSAS. If you would like this property to be earmarked to an individual or all members at a certain percentage, please provide details in the table below.

If the property is to remain as a pooled investment, please continue to section 5.

Members' name	Percentage interest in the property

Note – In order to earmark the property, each member will need to have a sufficient share of the cash held to purchase their specified share. Consideration should also be given to ongoing costs, such as property management costs and if the member is in receipt of benefits. Earmarking a property increases the complexity of administering a SSAS and the annual administration may increase to reflect this.

## 5. Vendor's details

Name

Address

Postcode

Telephone number

Email address

## 6. Vendor's solicitor

Name/contact

Address

Postcode

Telephone number

Email address

## 7. Seller's agent's details

Name/contact

Address

Postcode

Telephone number

Email address

## 8. Details of the existing tenant (if applicable)

Business name/contact

Company number

Registered business address

Postcode

Telephone number

Is the tenant connected with the member(s) or sponsoring employer?

Yes

No

If 'Yes', please provide details of the relationship/connection

Is the tenant VAT registered?

Yes

No

Is the tenant exempt for VAT purposes?

Yes

No

Rent payable and frequency of payments

Is 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 is completed (if applicable). We will carry out identity and verification checks on all existing tenants.

## 9. Details of the proposed tenant (if applicable)

This section must be completed if there is no existing tenant. We will not accept vacant property with no proposed tenant.

Business name/contact

Company number

Registered business address

Postcode

Telephone number

Proposed rent payable and frequency of payments

Proposed term of lease (please also 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) or sponsoring employer?

Yes

No

If 'Yes', please provide details of the relationship/connection

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.

## 10. 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

Address

Postcode

Telephone number

Email address

## 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

Address

Postcode

Telephone number

Email address

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

## 12. Loan details

Amount

Term of loan

Monthly repayment

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 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

Postcode

Telephone number

Email address

Further details are included in the property notes. Guidance notes for surveyors are available on request.

### 14. Property management

We require 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/contact

Address

Postcode

Telephone number

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

Signature

Date

Name