

Property Purchase Questionnaire

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Scheme Name:

1. PROPERTY DETAILS

Address of property:	
Description of property:	
Purchase price:	£
Tenure:	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold (please attach copy lease)
Title number: (Please append the site plan to this document)	
Proposed exchange/completion dates:	Exchange date: Completion date:
Is any part of the property suitable for use as or is your intention to use any part of the property as residential?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please supply details)
Do you or does anyone connected to you own any land or property adjacent to/attached to the land/property?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please supply details)
Are there any other details we should be aware of? (e.g. restrictive covenants, options, rights of access etc.)	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please supply details)

2. DETAILS OF VENDOR

Name of vendor:	
Is the vendor connected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, on what basis (See notes section below for further details) If yes, an independent valuation will be required	<input type="checkbox"/> By relation <input type="checkbox"/> By marriage/civil partnership <input type="checkbox"/> By business (Please tick as applicable)
Vendor's solicitor details	



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3. VAT

Is the property subject to VAT?	<input type="checkbox"/> Yes <input type="checkbox"/> No (* please go straight to section 4)
Who will register the scheme for VAT? (N.B where joint purchase outside SIPP then Westerby will not VAT register)	<input type="checkbox"/> Westerby Trustee Services Limited <input type="checkbox"/> Member Trustee(s) <input type="checkbox"/> Accountant <input type="checkbox"/> Other (please state) _____
Will this be a 'transfer of going concern'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please supply VAT Registration Number of vendor	

4. JOINT/PART PURCHASE

Is the scheme buying 100% of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No* (*please supply details below)
Percentage ownership by the scheme:	%
Who will be the co-owner(s)?	
Is/are the co-owner(s) a connected party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the co-owners(s) have any existing or new borrowing secured on the property?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please supply details)

5. DEVELOPMENT

Does any part of the property have existing planning consents?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please attach a copy)
Are you intending to develop the property?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please attach any planning consents, applications, architects plans, quotations etc.)



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6. TENANT DETAILS & USAGE

Name of tenant:	
Is the tenant connected? If Yes, on what basis (See notes section below for further details) If Yes, an independent rental valuation will be required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> By relation <input type="checkbox"/> By marriage/civil partnership <input type="checkbox"/> By business (Please tick as applicable)
Is there an existing lease in place?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please attach a copy)
New Lease Details: (or attach agreed heads of terms)	Length: _____ Annual Rental: _____ Review Frequency: _____
Is any part of the property currently used or intended for use as residential?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (*please attach a copy)

7. PROPERTY INSURANCE

So that we can, as Trustees, ensure that adequate cover is maintained at all times Westerby Trustee Services Limited operate a block insurance policy to cover all property held within our SIPP/SSAS schemes. In advance of cover commencing we will provide you with a quotation of the premium payable.	Do you agree to instruct cover under our block policy? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" then please give the reason why:
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8. PROFESSIONAL ADVISERS – please note that all professional advisers will be appointed on behalf of the trustees by Westerby Trustee Services limited

Name and address of solicitor:	
Name and address of surveyor:	
Name and address of lender:	
Name and address of accountant: (if applicable for VAT)	



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9. FUNDING CHECK

Estimated costs		Funded by	
Purchase price:	£ _____	Current liquidity in scheme:	£ _____
VAT:	£ _____	Encashment of current assets:	£ _____
Stamp Duty:	£ _____	Additional contribution:	£ _____
Estimated legal fees:	£ _____	Transfers from other providers:	£ _____
Lenders fee (if known):	£ _____	Commercial mortgage:	£ _____
Westerby Trustee Services fee:	£ _____		
Environmental site check fee:	£ _____		
Total cost:	£ _____	Total funds available:	£ _____

10. FURTHER INFORMATION

Please use this space to provide further details requested above. Continue on a separate sheet if necessary.

Declaration

I/We confirm that the above information is full and correct and request the acquisition of the above property investment by my/our pension scheme.

I/We confirm that we have read and agree to be bound by the provision of Westerby Trustee Services Limited Property Purchase Guide.

I/We request and authorise Westerby Trustee Services Limited to appoint the professional advisers detailed above to act for the Trustees and acknowledge that all costs will be payable by the pension scheme.

I/We understand that if the property purchase does not proceed for any reason, that Westerby Trustee Services Limited reserve the right to charge fees on a pro rata basis for any work already carried out and if there are insufficient monies in the fund then I/we acknowledge that all fees and costs incurred will be met by me/us personally, or by the Principal Company* (*SSAS only).



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All Trustees to sign below

Trustee's Name: _____ Signed: _____ Date: _____

Trustee's Name: _____ Signed: _____ Date: _____

Trustee's Name: _____ Signed: _____ Date: _____

Trustee's Name: _____ Signed: _____ Date: _____

Notes

1. Connected persons include:

- Spouse or civil partner.
- Certain relatives including all ancestors and lineal descendants (parents, grandparents, brothers/sisters, children, grandchildren etc. but excluding uncles, aunts, cousins, nephews and nieces).
- Certain relatives of your spouse or civil partner (e.g. a brother or sister in law).
- The spouse or civil partner of a relative, and the spouse or civil partner of a relative of the member's spouse.
- Business partners/associates.

2. A connected company is any company of which you (or any of the persons detailed in 1. above) either alone or in association with other connected individuals have control or are a controlling director. (A controlling director means a director to whom section 452(2)(b) and (3) of the Corporation Tax Act 2010 applies, broadly managers/directors/shareholders controlling 20% or more of the issued share capital.

This may include any company of which you (or any of the persons detailed in 1. above) are a director or shareholder and we will need the full details of the Directorship and shareholdings in order to investigate whether a company is connected.

OFFICE USE ONLY

Please provide any additional information that will be useful for administration during the property purchase.

Signature: _____

Name: _____ Business Development Director / Sales Executive

Date: _____

