



# **EMPLOYER SPONSORED MEMBER DIRECTED PENSION SCHEMES**

**(Small Self-Administered Schemes or 'SSAS')**

## **Property Purchase / Sale Questionnaire**

Please complete sections 1 & 3 (if applicable) for property purchases / section 2 for sales

## 1. Complete this section for a property purchase

<b>SSAS's / principal purchaser's contact details</b>	Name:  SSAS name & address:   Postcode:  Contact no:  Fax no:  Email:
<b>IF THIS IS TO BE A JOINT PURCHASE, PLEASE COMPLETE THE SUPPLEMENTARY INFORMATION IN SECTION 3 OF THIS FORM</b>  <b>NB: JOINT PURCHASES REQUIRE A SYNDICATE AGREEMENT TO BE PUT IN PLACE ON COMPLETION. THIS IS AN EXTRA LEGAL COST THAT SHOULD BE BORNE IN MIND. PLEASE CONTACT US FOR MORE INFORMATION</b>	
<b>Address of property to be acquired</b>	
<b>Type of property (eg, hotel)</b>	
<b>Proposed use (if different)</b>	
<b>Is there a residential element to the property?</b>	Y / N
<b>If yes, please provide more detail</b>	
<b>Title</b>	Freehold / Leasehold
<b>If leasehold</b>	Unexpired term of lease:  Leasehold ground rent:  Landlord (if known):

<b>Vendor's details:</b>	Name: Address:  Postcode: Contact no: Fax no: Email:
<b>Is the vendor connected to you, your family or business?</b>	Y / N
<b>If yes, state how in detail</b>	
<b>Anticipated completion date</b>	
<b>Purchase price</b>	£                      exclusive of VAT & expenses
<b>Is the property subject to VAT?</b>	Y / N
<b>If no, do you wish to VAT opt the property?</b>	Y / N
<b>Is the transaction to be a VAT transfer of going concern?</b>	Y / N / not applicable
<b>NB: IF THE PROPERTY IS TO BE REGISTERED / IS ALREADY SUBJECT TO VAT, REDSWAN WILL PROVIDE THESE SERVICES TO YOUR SSAS IN ACCORDANCE WITH YOUR SIGNED FEE AGREEMENT</b>	
<b>Is a mortgage required?</b>	Y / N NB – must not exceed 50% of your SSAS's net assets
<b>Amount of mortgage</b>	
<b>Term</b>	
<b>Lender details (if applicable)</b>	Contact name: Address:  Postcode: Tel no: Fax no: Email:
<b>Existing tenant (if applicable)</b>	

<b>Is any existing tenant connected to you, your family or business?</b>	<p style="text-align: center;">Y / N / not applicable</p>
<b>If yes, state how in detail</b>	
<b>Existing tenant's details (if applicable)</b>	Contact name: Address:  Postcode: Tel no: Fax no: Email:
<p style="text-align: center;"><b>PLEASE ATTACH A COPY OF THE CURRENT LEASE FOR ANY EXISTING TENANT(S)</b></p> <p style="text-align: center;"><b>NB: FOR A NEW TENANCY, OR FOR ANY EXISTING ONE WITH AN UNSUITABLE OR UNDOCUMENTED LEASE, A NEW LEASE WILL BE DRAFTED BY THE PROFESSIONAL TRUSTEE'S SOLICITOR, WHICH MUST BE SIGNED BEFORE OCCUPATION. UNLESS OTHERWISE AGREED, THE LEASE WILL BE A FULL REPAIRING &amp; INSURING ONE WITH UPWARDS ONLY RENT REVIEWS</b></p>	
<b>Independent surveyor's details</b>	Contact name: Address:  Postcode: Tel no: Fax no: Email:
<b>Is the property subject to the Control of Asbestos Regulations 2012?</b>	<p style="text-align: center;">Y / N</p> <p style="text-align: center;">NB – if Y an asbestos survey will be required</p>
<b>Vendor's solicitor's details</b>	Contact name: Address:  Postcode: Tel no: Fax no: Email:
<p style="text-align: center;"><b>THE PROFESSIONAL TRUSTEE WILL ARRANGE A SUITABLE SOLICITOR'S APPOINTMENT FROM ITS PANEL TO REPRESENT THE TRUSTEES IN THE TRANSACTION. YOU WILL BE ADVISED OF THE ANTICIPATED COSTS</b></p>	

**IMPORTANT:**

**PLEASE NOTE THAT THE PROPERTY WILL HAVE TO BE INSURED IN THE TRUSTEES' NAMES FOR REINSTATEMENT, LOSS OF RENT, TERRORISM & PUBLIC LIABILITY FROM THE DATE OF COMPLETION. ANY SUCH EXISTING INSURANCES WILL THEREFORE HAVE TO BE CANCELLED AT THAT TIME. WHERE A LEASEHOLD IS PURCHASED AND THE FREEHOLDER IS RESPONSIBLE FOR THE BUILDING'S INSURANCE ONLY, WE WILL SEPARATELY INSURE TO COVER THE ADDITIONAL PERILS.**

<b>Please provide as much detail as possible about the construction material of the property, inc roof</b>	
<b>Age of property</b>	years old
<b>Listed building</b>	Y / N
<b>Occupier's trade (eg, greengrocer)</b>	
<b>Type of heating</b>	
<b>Contains a lift or other equipment requiring a statutory inspection?</b>	Y / N
<b>Please detail any claims in the last three years</b>	
<b>Has the property ever suffered / had a subsidence history?</b>	
<b>Buildings reinstatement cost (NB: NOT purchase price)</b>	£
<b>Does the property have a flat roof?</b>	Y / N NB – if Y, please specify approx % it represents of total roof coverage_____%

**When returning this questionnaire, please enclose:**

- **If the tenant is a connected third party, a copy of the independent valuation of the purchase price & rental value**

**PLEASE REMEMBER TO SIGN THE LAST PAGE**

**2. Complete this section for a property sale**

<b>Purchaser's details</b>	Contact name: Address:  Postcode: Tel no: Fax no: Email:
<b>Is the purchaser connected to you, your family or business?</b>	Y / N
<b>If yes, state how in detail</b>	
<b>Proposed sale date</b>	
<b>Sale price</b>	£
<b>Purchaser's solicitor's details</b>	Contact name: Address:  Postcode: Tel no: Fax no: Email:
<b>THE PROFESSIONAL TRUSTEE WILL ARRANGE A SUITABLE SOLICITOR'S APPOINTMENT FROM ITS PANEL TO REPRESENT THE TRUSTEES IN THE TRANSACTION. YOU WILL BE ADVISED OF THE ANTICIPATED COSTS</b>	

**PLEASE REMEMBER TO SIGN THE LAST PAGE**

**3. Supplementary information for joint purchasers**

<b>% of the property to be owned by your SSAS</b>	<b>%</b>
<b>Any other purchaser's details</b>	% to be owned by them: Name: Address: Postcode: Contact no: Fax no: Email:

<b>Any other purchaser's details</b>	% to be owned by them: Name: Address: Postcode: Contact no: Fax no: Email:
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**PLEASE REMEMBER TO SIGN THE LAST PAGE**



To the best of my knowledge, I declare all the above information is true and accurate.

<b>Signed</b>	
<b>Name (IN CAPS)</b>	
<b>Capacity</b>	Member
<b>Date</b>	

**PLEASE RETURN THE COMPLETED FORM TO REDSWAN PENSIONS**