



PART A – DETAILS OF INVESTOR/S

Please note incomplete Property Questionnaires can delay the property purchase process. We strongly recommend that only fully complete Property Questionnaires are submitted to avoid unnecessary delays.

*If any investor is not a member of the @sipp scheme, please provide address and contact details. A money laundering form will also be required.

Title	<input type="text"/>	@sipp member no.	<input type="text"/>	Address & contact details*
Forename	<input type="text"/>			<input type="text"/>
Surname	<input type="text"/>			<input type="text"/>
				Money Laundering form enclosed. <input type="checkbox"/> Yes
Title	<input type="text"/>	@sipp member no.	<input type="text"/>	Address & contact details*
Forename	<input type="text"/>			<input type="text"/>
Surname	<input type="text"/>			<input type="text"/>
				Money Laundering form enclosed. <input type="checkbox"/> Yes
Title	<input type="text"/>	@sipp member no.	<input type="text"/>	Address & contact details*
Forename	<input type="text"/>			<input type="text"/>
Surname	<input type="text"/>			<input type="text"/>
				Money Laundering form enclosed. <input type="checkbox"/> Yes
Title	<input type="text"/>	@sipp member no.	<input type="text"/>	Address & contact details*
Forename	<input type="text"/>			<input type="text"/>
Surname	<input type="text"/>			<input type="text"/>
				Money Laundering form enclosed. <input type="checkbox"/> Yes

PART B – PROPERTY INFORMATION

Property Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Property Description and use of Property	<input type="text"/>

Is the property subject to VAT? YES NO We cannot proceed until VAT status is known.

PART B – PROPERTY INFORMATION (Cont)

Has the property been registered at the Land Registry? YES NO UNKNOWN

Please state whether the premises are Ownership (Scotland) Freehold Leasehold

If Leasehold, please state outstanding term of lease Years and annual ground rent £

Proposed date of completion or exchange of contracts / /

Is there an Asbestos Record/Report available
(If yes, please provide copy to @sipp) YES NO

Are you aware of any disputes or legal actions of any kind
which might affect the property (If yes, please give details) YES NO

Does the property include residential accommodation?
(If yes, please give details) YES NO

Refurbishment or new building work required.
Please provide a brief outline below. YES NO

@sipp (Pension Trustees) Ltd will require detailed costings, plans, estimates and copies of building warrants and relevant planning permission.

Property improvements, modifications or development must be paid for by the @sipp Plan.

SURVEY

A survey report addressed to @sipp (Pension Trustees) Ltd including open market value, open market rental value, reinstatement value, site plan and a general description of the property's state of repair is required. @sipp can obtain this if not already obtained.

PART C – PROPERTY PURCHASE OR PROPERTY TRANSFER

(1) Purchase - What is the Purchase Price? £

Is the Purchase Price above inclusive of VAT? YES NO

or

(2) Transfer - What is the expected open market value? £

Is there a loan outstanding on the Transfer property? YES NO

(If yes, please give outstanding amount of loan) £

Is the lender aware of the proposed transfer? YES NO

Lender Details

Name	
Address	
Postcode	Telephone

PART D – PURCHASE BY SYNDICATE MEMBERS

Please specify the members' % shares in the property. This must reflect your respective fund investment in the purchase price.

NAME	SHARE
	%
	%
	%
	%
	%

@sipp will require syndicated members to enter into a Syndicate Agreement.

PART E – PROPERTY PURCHASE AND/OR DEVELOPMENT FUNDING

Purchase Price (excluding VAT)

Development Costs (excluding VAT if applicable)

VAT if applicable

TOTAL

Are the Trustees to 'VAT opt' the property?

 YES

 NO

Is the transaction to be treated as a 'Transfer of a Going Concern'?

 YES

 NO

To purchase the property, funds will be provided from the following sources: (Transfers/Contributions/Existing Sipp fund)

MEMBER	SOURCE	AMOUNT
1	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
		£
2	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
		£
3	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
		£
4	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
		£
5	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
		£
TOTAL		£

PART F – TRUSTEE BORROWING TO ASSIST PURCHASE AND/OR DEVELOPMENT

@sipp may only borrow up to 50% of the net asset value of the fund less any existing borrowing. If VAT is payable it must be included in the 50% maximum. VAT can be reclaimed back into the fund where the Property has been opted for VAT.

Lending Source			
Contact Name			
Address			
	Postcode	Telephone	
Amount of Loan	£	Interest Rate	
Term		Monthly Repayment Amount	£

PART G – LEASE INFORMATION

EXISTING LEASE (where the property or part of property is already let)

Tenant			
Where the tenant is a limited company, please provide the names of shareholding directors			
Address			
	Postcode	Telephone	
Part of Property			
Rent Amount (annual)	£	Payment Frequency	
Start Date of Lease		End Date of Lease	

Is this Lease to continue after the purchase? YES NO

If more than one lease of the property please use 'Additional Information' box on page 6 to provide details of other leases.

NEW LEASE

Proposed Tenant			
Where the tenant is a limited company, please provide the names of shareholding directors			
Address			
	Postcode	Telephone	
Part of Property			
Rent Amount (annual)	£	Payment Frequency	
Start Date of Lease		End Date of Lease	
Use to which the tenant intends to put the premises			

If more than one lease of the property please use 'Additional Information' box on page 6 to provide details of other leases.

PART H – CONTACT INFORMATION

Solicitor's Details [for @sipp to use]

Solicitor's Name

Contact Name

Address

Postcode	Telephone

Surveyor's Details

Surveyor's Name

Contact Name

Address

Postcode	Telephone

Vendor's Details

Vendor's Name

Contact Name

Address

Postcode	Telephone

Vendor's Solicitor/Agent

Solicitor's Name

Contact Name

Address

Postcode	Telephone

Tenant's Solicitor's

Solicitor's Name

Contact Name

Address

Postcode	Telephone

Property Manager

If responsibility for the management of the property is not to be undertaken by the member(s) personally

Manager's Name

Contact Name

Address

Postcode	Telephone

PART H – CONTACT INFORMATION (Cont)

Contract Manager

Where a property is to be developed or refurbished. This contact will be the sole representative from whom @sipp (Pension Trustees) Ltd will acknowledge invoices and on whose authority @sipp (Pension Trustees) Ltd will release funds.

Manager's Name

Contact Name

Address

Postcode	Telephone

ADDITIONAL INFORMATION

PART I – DECLARATION

I/we understand, accept and acknowledge that:

- 1 @sipp will be instructing the solicitor named in part H on page 5 to purchase and lease the property.
- 2 the solicitor's point of contact will be myself/my financial adviser/other - please specify.
(If not specified it is assumed that it is me).
- 3 @sipp will, where no survey has been received, instruct the surveyor, named on page 5, or where borrowing is required and subject to the lender's agreement, the valuer instructed by the lender, to provide an open market purchase valuation, current open market rent valuation, and reinstatement valuation, and will rely on such reports.
- 4 @sipp should arrange an environmental survey if advised by the valuer or other appropriate professional.
- 5 @sipp gives no warranty, express or implied, as to the title to the property, its state, condition or value, and in particular (without limiting the generality of the foregoing) as to any valuation of the property by any valuers or surveyor appointed by @sipp.
- 6 @sipp will be relying on me, or on the Property Manager appointed by me named on page 5, to provide all management.
- 7 by instructing solicitors, surveyors, building contractors, or any other person, @sipp will have no responsibility to me for the performance of those instructed.
- 8 I/we have arranged and agreed fees with all relevant professionals to be instructed by @sipp. Such fees shall be met by either the funds held under the @sipp Plan or by myself personally in the event that there are insufficient funds in the @sipp Plan.
- 9 I/we agree to indemnify @sipp in respect of all liabilities, losses, damages and costs which they may incur in acquiring and holding this property in my pension fund.
- 10 @sipp shall have no personal liabilities under any covenants or obligations on its part contained in any documentation, whether express or implied, relating to the property, and the liabilities of @sipp shall be limited to the extent of the assets for the time being held under the pension arrangements of the member/s signing this application under the @sipp personal pension plan.
- 11 I/we undertake not to make any claim against @sipp in respect of any defect in title, or state, or condition of the property, and/or resulting from the management, repair, refurbishment, development, value, marketability of the property, or otherwise.
- 12 I/we have been provided with, have read, understood and accept the terms of @sipp's Property Guide booklet and agree the purchase/transfer will proceed as outlined in the Property Guide booklet.
- 13 in the event of a purchase on behalf of more than one Member we nominate:

as the point of contact.

Name (Print)	<input type="text"/>	Signed	<input type="text"/>	Dated	<input type="text"/>
Name (Print)	<input type="text"/>	Signed	<input type="text"/>	Dated	<input type="text"/>
Name (Print)	<input type="text"/>	Signed	<input type="text"/>	Dated	<input type="text"/>
Name (Print)	<input type="text"/>	Signed	<input type="text"/>	Dated	<input type="text"/>
Name (Print)	<input type="text"/>	Signed	<input type="text"/>	Dated	<input type="text"/>



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@sipp plc is registered in Scotland (Registered No. SC217126) and has its registered office at 58 Elliot Street, Glasgow, G3 8DZ and is authorised and regulated by the Financial Services Authority under Firm Reference No. 462907 and you can check this authorisation at www.fsa.gov.uk/register or by calling the FSA on 0845 606 1234.