



## Important Information

Recent legislation, applicable to Scotland, England and Wales, to drive improved energy efficiency has set dates by which certain commercial properties will be required to achieve a minimum Energy Performance Certificate (EPC) rating. Properties with an 'F' or 'G' EPC rating will be required to undergo a programme of improvements. It may be prudent to discuss the EPC rating with your professional advisers prior to committing to a purchase.

You can find further details on the following websites. For properties in Scotland visit:

<http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/S63>

For properties in England and Wales visit:

<https://www.gov.uk/government/consultations/private-rented-sector-energy-efficiency-regulations-non-domestic>

While no similar plans are currently in place for Northern Ireland, to monitor developments visit:

<https://www.doeni.gov.uk/articles/ni-climate-change-bill>

## Part A Scheme Details

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.

Name of Scheme

"the SSAS"

Principal Employer Name

## Part B Property Information

Type of acquisition:

Property Purchase

Transfer of property from another pension scheme

Proposed date of exchange of contracts

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Is there an outstanding loan on the transfer Property?

Yes  No

If YES, please complete PART E.

Property Address

Postcode

Property Description and use of Property


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	£
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Is there an Asbestos Record/Report available (If yes, please provide a 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

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Does the property include commonly owned areas (e.g. roofs, staircases and entrances)

Yes     No

Where the property includes commonly owned areas are these managed by a property manager/factor

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 on the next page.

Yes  No

@sipp Limited 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 SSAS.

## Part C VAT

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Is the property currently Opted to Tax (OTT)?

Yes  No We cannot proceed until VAT status is known.

Is the property to be Opted to Tax (OTT)?

Yes  No

Is the transaction to be treated as a Transfer of Going Concern (TOGC)?

Yes  No Confirmation of the vendor's VAT registration will be required.

**VAT is a complicated area. Where the property is to be Opted to Tax, you should make sure you have read and understood the relevant chapters in VAT Notice 742a – Opting to Tax Land and Buildings. Where you are instructing the transactions to be treated as a TOGC, you should make sure the necessary conditions are satisfied. IF YOU ARE IN ANY DOUBT, PLEASE SEEK SPECIALISED ADVICE.**

Party to be appointed to deal with VAT related matters including VAT registration, option to tax and quarterly returns VAT:

Name	
Firm	
Address	Postcode
Email	
Telephone	

## Part D Property Purchase and/or Development Funding

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Purchase Price (excluding VAT)	£
Development Costs (ex. VAT if applicable)	£
VAT if applicable	£
<b>TOTAL</b>	£

## Part E Borrowing

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Please complete this section where funds are to be borrowed to assist the purchase/development of the property, or where the property is being transferred from another pension scheme and there is an outstanding loan.

The SSAS 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 to tax.

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

## Part F Lease Information

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Will an existing lease continue after completion?

Yes  No

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Will a new lease commence from completion?

Yes  No

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Will the property, or any part, remain vacant from completion?

Yes, Whole  Yes, Part  No

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### Details of Tenant/Proposed Tenant

Tenant

Registered Address

Use/Intended use

Rent amount (annual)

Start Date of Lease

Postcode							
£				Payment Frequency			
End Date of Lease							

Please supply a copy of any lease document(s). If more than one lease of the property please use 'Additional Information' box on page 10 to provide details of other leases.

Do you, or any person connected to you, have any connection with the Tenant?

Yes  No

If yes, please provide details:

## Part G Contact Information

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Solicitor to act on behalf of the SSAS Trustees in relation to the purchase of the property/land.

It is important that whoever is appointed has the necessary skills and experience in the SSAS market.

### Solicitor's Details

Solicitor's Name		
Contact Name		
Address		
Postcode	Telephone	
Email		

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### Surveyor's Details

Surveyor's Name		
Contact Name		
Address		
Postcode	Telephone	
Email		

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### Vendor's Details

Vendor's Name		
Contact Name		
Address		
Postcode	Telephone	
Email		

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Do you, or a person connected to you, have any connection with the vendor?

Yes     No

If yes, please give details:

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**Vendor's Solicitor**

Solicitor's Name

Contact Name

Address

Postcode	Telephone
Email	

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**Tenant's Solicitor**

Solicitor's Name

Contact Name

Address

Postcode	Telephone
Email	

### Property Manager

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

<b>Manager's Name</b>		
<b>Contact Name</b>		
<b>Address</b>		
<b>Postcode</b>		<b>Telephone</b>
<b>Email</b>		

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### Contract Manager

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

<b>Manager's Name</b>		
<b>Contact Name</b>		
<b>Address</b>		
<b>Postcode</b>		<b>Telephone</b>
<b>Email</b>		



## Part H Declaration

I/we understand, accept and acknowledge that:

- @sipp will, where no survey has been received, instruct the surveyor, named on page 6, or where borrowing is required and subject to the lender's agreement, the valuer instructed by the lender, to provide a market purchase valuation, current market rent valuation, and reinstatement valuation, and will rely on such reports
- @sipp should arrange an environmental survey if advised by the valuer or other appropriate professional
- @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
- @sipp will be relying on me, or on the Property Manager appointed by me named on page 8, to provide all management
- by instructing solicitors, surveyors, building contractors, or any other person, @sipp will have no responsibility to me for the performance of those instructed
- 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 SSAS or by myself personally in the event that there are insufficient funds in the SSAS
- 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
- @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 SSAS
- 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
- 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
- I/we will not hold @sipp liable for any non payment of rent by the tenant
- I/we understand that if @sipp is unable to make repayments (where applicable) the property could be in danger of repossession by the lender.

Signature
Name

Dated 

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Signature
Name

Dated 

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Signature
Name

Dated 

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Signature
Name

Dated 

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If there are more than four Members, please have the additional Member's sign a further copy of this page.

## Additional Information



@sipp Limited  
6<sup>th</sup> Floor, Mercantile Building  
53 Bothwell Street  
Glasgow G2 6TS

**Tel:** 0141 204 7950  
**Fax:** 0141 243 2257  
**Email:** [mail@atssas.co.uk](mailto:mail@atssas.co.uk)  
**[www.atsipp.co.uk](http://www.atsipp.co.uk)**

The provision of Small Self Administered Schemes (SSASs) and trustee and/or administration services for SSASs are not regulated by the Financial Conduct Authority (FCA). Therefore @ssas (Pension Trustees) Limited and @sipp Limited are not regulated by the FCA in relation to these schemes or services.