



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:

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 Details of Investors

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.

In connection with the property do you wish @sipp to liaise with the first named member below or your adviser?

First Named Member

Adviser

Mr/Mrs/Miss/Ms/Other	
Forename(s)	
Surname	
@sipp Member No.	

Address & Contact Details*

Mr/Mrs/Miss/Ms/Other	
Forename(s)	
Surname	
@sipp Member No.	

Address & Contact Details*

*If any investor is not a member of the @sipp Scheme, please provide address and contact details. The information provided will be used by us to verify the identity of the non-member using a subscribed electronic verification system.

Mr/Mrs/Miss/Ms/Other	
Forename(s)	
Surname	
@sipp Member No.	

Address & Contact Details*

Mr/Mrs/Miss/Ms/Other	
Forename(s)	
Surname	
@sipp Member No.	

Address & Contact Details*

*If any investor is not a member of the @sipp Scheme, please provide address and contact details. The information provided will be used by us to verify the identity of the non-member using a subscribed electronic verification system.

If there are more than four members, please provide the additional member's details under 'Additional Information' on page 11.

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

If yes, what is the title number?

Please state whether the premises are

Ownership (Scotland) Freehold Leasehold

If leasehold, please state outstanding term of lease (if less than 50 years we cannot proceed)

Years	and annual ground rent	£
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Is there an Energy Performance Certificate available (if yes, please provide a copy to @sipp)

Yes No

Is there an Energy Performance Certificate improvement plan in place (if yes, please provide a copy to @sipp)

Yes No

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

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

If YES, is the property currently insured under a common policy (if yes, please provide a copy to @sipp)

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 (Pension Trustees) 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 @sipp Plan.

Part C VAT

Is the property currently Opted to Tax (OTT)?

Yes No We cannot proceed until VAT status is known.

Are @sipp to Opt to Tax the property?

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 you are instructing @sipp to Opt to tax the property, 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.

Part D Property Purchase and/or Development Funding

Purchase Price (excluding VAT)	£
Development Costs (ex. VAT if applicable)	£
VAT if applicable	£
TOTAL	£

To purchase the property, funds will be provided from the following sources:

Member	Source	Amount
1	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
	Member 1 Total	£
2	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
	Member 2 Total	£
3	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
	Member 3 Total	£
4	Transfer in of pension funds	£
	Contributions	£
	Existing Sipp Fund	£
	Member 4 Total	£
TOTAL		£

Each Member's percentage share in the property will be determined by their respective amount towards the purchase price and related costs. @sipp will require syndicate Members to enter into a Syndicate Agreement.

Part E Borrowing

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.

@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 to tax.

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

Part F Lease Information

Will an existing lease continue after completion?

Yes No

Will a new lease commence from completion?

Yes No

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

Yes, Whole Yes, Part No

Where property is to be partly vacant, please give details of the part of the property that is to be vacant

Details of Tenant/Proposed Tenant

Tenant							
Registered Address							
	Postcode						
Use/Intended use							
Rent amount (annual)	£			Payment Frequency			
Start Date of Lease				End Date of Lease			

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

Yes No

If yes, please give details

Please supply a copy of any lease document(s). If more than one lease of the property please use 'Additional Information' box on page 11 to provide details of other leases/sub leases.

Part G Contact Information

We can instruct one of our panel solicitor firms to act on behalf of the SIPP Trustee in relation to the purchase of the property/land.

It is important that whoever is appointed has the necessary skills and experience in the SIPP market. Having worked with each of our "Panel Solicitors" (please refer to our Property Guide for more details), over many years, you can be assured that these firms have consistently demonstrated they have the necessary expertise in dealing with similar transactions.

In addition, we are pleased to make available specially negotiated rates with our Panel Partners – details of which are available on our website, www.atsipp.co.uk. Please note that @sipp receives no remuneration for instructing a Panel Partner.

Alternatively, should you wish to use a non-panel solicitor please provide their details overleaf and we will formally instruct them on behalf of your pension fund. Please note that we reserve the right to charge an additional fee where a non- panel solicitor is used.

Do you wish to use one of our panel solicitor firms?

Yes No

Solicitor's Details (Only required should you wish to use a non-panel solicitor)

Contact Name		
Firm 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

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

Yes No

If yes, please give details:

Vendor's Solicitor

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

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.

Manager's Name

Contact Name

Address

Postcode	Telephone

Part H Declaration

I/we understand, accept and acknowledge that:

- @sipp will, where no survey has been received, instruct the surveyor, named on page 8, 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 9, to provide all management of the property
- 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 @sipp Plan or by myself personally in the event that there are insufficient funds in the @sipp Plan
- 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 pension arrangements of the Member/s signing this application under the @sipp personal pension plan
- 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 any 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
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53 Bothwell Street
Glasgow G2 6TS

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Fax: 0141 243 2257
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www.atsipp.co.uk

@sipp Limited is registered in Scotland (Registered No. SC217126) and has its registered office at 6th Floor, Mercantile Building, 53 Bothwell Street, Glasgow, G2 6TS and is authorised and regulated by the Financial Conduct Authority under Firm Reference No. 462907 and you can check this authorisation at www.fca.org.uk or by calling the FCA on 0800 111 6768.