

Self Invested Personal Pension

SIPP



Property / Land Questionnaire

The Retirement Planning Specialists

www.minervasipp.co.uk

Property / Land Questionnaire

PLEASE REFER TO THE PROPERTY PURCHASE GUIDE FOR FURTHER INFORMATION

Please tick whether this is to be a Minerva SIPP or Flexi SIPP arrangement:

Minerva SIPP Flexi SIPP

1. Personal Information

If more than one member is involved in case of joint property purchase please complete section 1 of this page only for each additional member.

Title	Forename(s)
Surname	
Member number	Telephone number
Email address	
Flexi SIPP or Group SIPP name (if applicable)	

2. Property Information

Property address	
	Postcode
Property description (offices, warehouse etc)	

Please state whether the premises are: Freehold Leasehold

If Leasehold, please state the outstanding term of lease:

Years

Annual ground rent (if applicable):

£

Approximate age of property:

Years

Purchase price (excluding VAT):

£

VAT (if applicable):

£

Total Purchase:

£

If In-Specie transfer please indicate Transfer Value:

Are the trustees to register for VAT?

Yes No

Are the trustees to opt to tax the property / land?

Yes No

Is the purchase to be treated as a transfer of a Going Concern?

Yes No

Vendor's VAT number

Please refer to page 11 of the Property Purchase Guide for further information.

Are InvestAcc Pension Administration Limited to arrange Buildings Insurance?

Yes No

If "No", is there a current Insurance Policy in place?

Yes No

If Yes please provide us with a copy of the current Buildings Insurance Schedule. This should reflect the Interest of the Pension Scheme Trustees. **If No** please ensure that your new schedule is issued in the name of the Pension Scheme and provide us with a copy as soon as possible prior to completion.

Please refer to page 9 of the Property Purchase Guide for further information.

Proposed date of exchange of contracts or completion:

DD/MM/YYYY

Does the property include living accommodation, from which a member may benefit?

Yes No

Unusual Provisions (if known, e.g. options, rights, etc):

Please state

Please use additional information box at the end of this questionnaire if insufficient space available.

3. Lease Information

Existing Lease (where the property is already let and the Lease is to continue after the purchase)

Tenant	
Address	
	Postcode
Rent amount per annum	Frequency: (Monthly / Quarterly / 6 months / Yearly)
Start date of lease: (DD/MM/YYYY)	
End date of lease: (DD/MM/YYYY)	

Is the Tenant the member, member's company or other connected party?

Yes No

Copy of existing lease attached or supplied previously?

Yes No

New Lease

Proposed tenant(s)	
Full name(s)	
Address	
	Postcode
Proposed term	Rent review period
Rent amount per annum	Frequency: (Monthly / Quarterly / 6 months / Yearly)
Start date of lease: (DD/MM/YYYY)	End date of lease: (DD/MM/YYYY)

Is the Tenant the member, member's company, or other connected party?

Yes No

Please refer to page 9 of the Property Purchase Guide for further information.

Environmental Risk and Planning Considerations

Nature of existing Tenant's current use:
(if applicable and known)

Nature of existing or proposed Tenant's future use:
(if known)

Are the proposed activities or any previous Tenant's activities likely to have any environmental/contamination impact?

Yes No

Details

Are there any known claims or incidents of an environmental nature in respect of the property or any surrounding property?

Yes No

Details

Please ensure the property has an appropriate energy performance certificate and pass a copy of the certificate to InvestAcc Pension Administration Limited prior to completion. It is the vendors responsibility to provide an energy performance certificate. Please refer to pages 5 and 6 of the Property Purchase Guide for further information.

Vendor's Details

Please tick if unknown

Vendor's full name	
Address	
	Postcode
Telephone number	

Vendor's Solicitor Details

Please tick if unknown

Solicitor name	
Address	
	Postcode

Please confirm

Is the Vendor connected to the Member?

Yes* No

* **If Yes** and the Vendor is also your employer is it intended that this is treated as an Employer Contribution?

Yes No

Do you own the property?

Yes* No

* **If Yes** do you intend this to be a contribution?

Yes No

Please give details of contributions (if any):

Please state

4. Funding

Please provide details of how the purchase of the property is to be funded. You and/or your advisors must ensure that the purchase price of the property and all associated costs are available from permitted pension contributions, transfers or secured lending.

Funding must be in place before we can exchange contracts to purchase the property.

Borrowing (if required)

Please remember that no more than 50% of the fund value can be borrowed.

Please refer to pages 7 and 8 of the Property Purchase Guide for further information.

Is a loan required?

Yes* No

* **If Yes** please complete the following section:

Bank / Building Society	
Contact name	
Address	
	Postcode
Telephone number	
Amount of loan	Term

If In-Specie transfer, is there any currently outstanding borrowing?

Yes* No

* **If Yes** please provide details in Additional information box on page 9.

Balance of funds will be provided from the following sources:

Funding Source:

Transfer:

Yes No

£	Source:
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Contribution:

Yes No

£	Source:
---	---------

Existing Funds:

Yes No

£

5. Professional Instruction

Do you wish InvestAcc Pension Administration Ltd to appoint a Solicitor with relevant expertise to act on behalf of your Pension Scheme in connection with the purchase?

Yes No*

* **If No** please provide details of your own solicitor and InvestAcc Pension Administration Ltd will provide them with appropriate instruction.

Solicitor Name & Company	
Address	
	Postcode
Telephone number	Email address

Purchase by Joint Members

(Please specify the Members % share in the property. This must reflect your respective contributions towards the purchase price)

Name	Share	%
Name	Share	%
Name	Share	%
Name	Share	%

Valuation Report

Please provide InvestAcc Pension Administration Ltd with a copy of any valuation reports carried out on the property by a RICS qualified surveyor within the last 6 months. Please ensure the valuation meets our requirements detailed on page 6 of the property purchase guide.

Has a surveyor already been instructed and valuation report been carried out?

Yes No

If no suitable valuation has been carried out do you wish InvestAcc Pension Administration Ltd to appoint a surveyor with relevant expertise to act on behalf of the Pension Scheme in connection with the Purchase?

Yes No*

* **If No** please provide details of a surveyor for InvestAcc Pension Administration Ltd to instruct.

Name	
Address	
	Postcode
Telephone number	

6. Development Works

Please note that the Pension Scheme cannot pay for fixtures and fittings, and can only be responsible for Land and Fabric of the Building.

Is the property to be developed post purchase?

Yes No

Basic Description of Works/Development:

Estimated costs:

£

Estimated timescale:

Please note that a Valuation Report will be required on completion of larger development works. Please refer to page 5 of the Property Purchase Guide for further information.

7. Declaration

Please read and tick the boxes to confirm acknowledgement, and then sign.

1. InvestAcc Pension Administration Ltd will work to the proposed completion date however InvestAcc Pension Administration Ltd cannot be responsible for the timing of Solicitors, Surveyors or any other third parties involved, and therefore cannot in any circumstances guarantee any timescales proposed as many aspects are out of InvestAcc Pension Administration Ltd control.
2. If I am/We are to make a contribution to fund the property purchase InvestAcc Pension Administration Ltd will **NOT** begin to instruct the solicitor until funds are received.
3. If the property is to be purchased using monies transferred in from another existing Pension Scheme, InvestAcc Pension Administration Ltd will instruct a solicitor on receipt of paper work from the transferring scheme.
4. If borrowing is required I will ensure that there will be sufficient funds in my/our Pension Scheme, post purchase, to allow for the first three monthly mortgage payments.
5. Unless otherwise stated Solicitors fees will be borne by my/our Pension Scheme.
6. In-Specie Transfers: On completion of the Property Questionnaire a contribution to the Pension Scheme will be required in order to cover costs associated with the Transfer process, e.g. solicitor fees, valuation fees. If a contribution is not made, then these costs will be met by me/us personally and will not be the responsibility of InvestAcc Pension Administration Ltd.
7. InvestAcc Pension Administration Ltd will inform me/us and my/our Financial Adviser of progress to the best of our knowledge.
(If not already stated please provide us with your adviser's details or tick the box if not applicable). N/A

Name	
Firm	Telephone number

8. I/We request the acquisition of the property as an investment by my/our pension scheme
9. Once purchased the Trustees will be sole legal owner of the property and any proposed works to the property must be approved prior to commencement.
10. I confirm that the solicitor's point of contact will be: *If not specified we would assume it will be yourself.*
 Myself My Financial Adviser Other (please specify)
11. In the event of a purchase on behalf of more than one member we nominate:

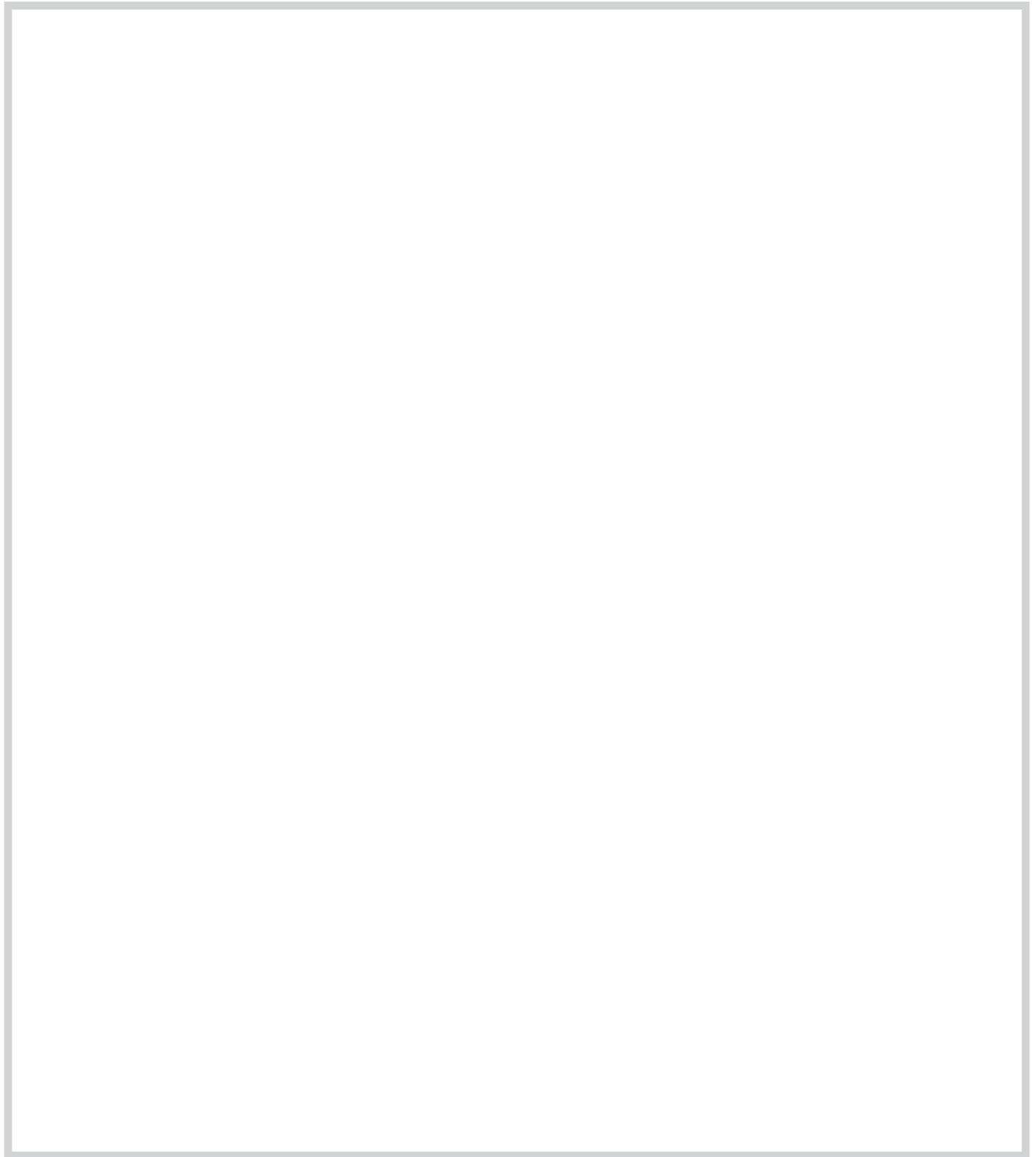
Name	As the point of contact.
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12. I/We acknowledge and accept that all costs associated with the property, including surveyors reports and solicitors fees will be the responsibility of my/our individual Pension Schemes and the costs thereof will be debited whether the proposed purchase completes or not.
13. If there are insufficient funds available, then I acknowledge that any fees or costs incurred will be met by me/us personally

Signed All members:

Signature	Date (DD/MM/YYYY)
Signature	Date (DD/MM/YYYY)

Additional Information



The SIPP is offered without pensions advice. A SIPP may not be suitable for all investors. If in doubt you should consult an independent financial adviser.

InvestAcc Pension Administration Limited is the Operator and Scheme Administrator and is responsible for the maintenance and running of the scheme.


InvestAcc Pension Trustees Limited is the Scheme Trustee.

The levels of and bases of taxation can change. The value to an investor of any tax benefits will depend on that investor's tax position. Investors should consult their own tax advisers in order to understand any applicable tax consequence.

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Services Authority.

InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349.

InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.



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