

## ***THE BATH PRIVATE PENSION PLAN***

### ***PROPERTY INVESTMENT QUESTIONNAIRE***

SIPPS can invest in commercial property. The SIPP member or members select the property and have to satisfy themselves that it is a suitable investment, giving full consideration to all the risks, taking into account the advice of appointed surveyors and solicitors. Cabot Trustees does not select a property or take a view on whether it is a good investment.

The intention should be to hold the property for at least 5 years with the investment generating rent. If the intention is to sell the property at a profit a year or 2 after purchase then this could be classed as trading. Cabot Trustees would not allow trading because the SIPP would be taxed.

The SIPP can borrow funds to assist in the purchase, subject to specific rules. Please read our note on Property Borrowing.

A SIPP can register a property for VAT. If the vendor is charging VAT on the sale price then the SIPP can register to reclaim that VAT but would need to charge VAT on the rent. The SIPP will need to have cash to pay any VAT on the purchase price unless the tenant is remaining in place i.e. a transfer as a going concern. For any questions on the VAT rules please speak to your accountant.

In certain situations, SIPPs can improve property, more details in our note on Property Improvements. Some improvements would be allowed but not full scale development.

SIPPs cannot hold residential property whether by direct purchase or later conversion. The SIPP cannot hold the freehold of a building that includes residential property which has been sold on a long lease.

A property manager has to be appointed for all SIPP properties. The SIPP member can take on the role of property manager (finding tenants, chasing rents and dealing with tenants, insurance, repairs and maintenance on an ongoing basis). If the SIPP member does not want to carry out this role then a professional property manager has to be appointed.

Cabot Trustees does not choose the solicitor to deal with the purchase or any subsequent work. Members tend to like to use their own legal contacts. When a firm has been chosen, Cabot Trustees has to sign the formal appointment paperwork but you will need to provide the solicitor with full details of the property and consider any risks highlighted by the solicitor.

Additional charges are payable for property investments and our latest Fee Schedule is attached.

**If you disclose personal information about any third party in this form please ensure you have their permission and have informed them of the purposes for which their information will be processed before doing so.**

**1. APPLICANT'S DETAILS**

Full Name(s) of Applicants

1. _____
2. _____
3. _____

**2. PROPERTY DETAILS**

Address

_____
_____
_____
_____ Post code _____

Type of Property (eg. Shop, Office, industrial unit)

_____
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Purchase price

_____
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Is VAT payable on the purchase price?

Yes

No

Transfer as a going concern

Type of tenure

Freehold

Leasehold

If Leasehold, please state:

Unexpired term of lease

_____
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Ground rent p.a.

£ _____
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Landlord

_____
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Is the property in the course of construction? If "yes" please give the expected completion date

Yes

No

Expected completion date

_____
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Is Vacant possession being offered?

Yes

No

If "No" give details of the existing occupants and a copy of the current lease agreement(s).

_____
_____
_____

Has the property ever been owned by the applicants or any person, partnership, or firm connected with the member?

Yes

No

Does the applicant(s) have an interest in any adjoining property or land?

Yes

No

Does the property include a residential element?

Yes

No

*If you have answered "Yes" to any of these questions, please provide full details on a separate sheet of paper.*

**3. BORROWING REQUIREMENTS**

If a loan is to be taken to assist in the finance of the purchase, please state:

Lender

Contact Name

Address   
  
  
 Postcode   
Telephone No.  Fax No

Amount of mortgage £

Interest Rate  % Repayment date

**4. VENDOR'S DETAILS**

Vendor's name and address   
  
  
 Postcode   
Telephone No.

Vendor's Solicitors   
  
  
 Postcode   
Telephone No.

Is there, or has there been any business or personal relationship between the applicant(s) and the Vendor? Yes  No

*If "Yes" please give full details on a separate sheet of paper.*

**5. TENANT'S DETAILS** - *If there are more than two tenants, please continue on a separate sheet of paper. If there is currently no proposed tenant, please provide future plans for finding a tenant.*

Tenant 1	<input type="text"/>		
Tenant's occupation	<input type="text"/>		
Rent p.a. (excl. VAT)	£ <input type="text"/>	Frequency of payment	<input type="text"/>
Tenant 2	<input type="text"/>		
Tenant's occupation	<input type="text"/>		
Rent p.a. (excl. VAT)	£ <input type="text"/>	Frequency of payment	<input type="text"/>

Is there, or has there been, any business or personal relationship between the applicant(s) and any tenant(s) or proposed tenant of the property?      Yes       No

*If "yes", please give full details on a separate sheet of paper.*

**6. SURVEYOR'S DETAILS** - *Note; the appointed surveyor must be RICS qualified.*

Contact name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>

**7. PROPERTY MANAGER'S DETAILS**

I will manage the property myself  Otherwise, please provide details of the professional manager:

Contact name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>

Please state qualifications:      FRICS       ARICS       Other, please specify

**8. YOUR SOLICITOR'S DETAILS**

Contact name	
Address	
	Postcode
	Telephone No. _____ Fax No. _____

**9. ENCLOSURES**

Property particulars	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**10. FINANCE**

If the SIPP does not already have the necessary cash, please explain how the cash will be raised (e.g. which assets to sell or payment of contributions or transfers from other schemes), including an estimate of all professional fees and other costs.

**11. DECLARATION**

I/we, the applicant(s) named in section 1, declare that the information given is, to the best of my/our knowledge and belief, true and complete.

I/we request Cabot Trustees Limited to proceed with the purchase of the property named in section 2. I agree that all costs, fees etc. of Cabot Trustees Limited and any of it's agents involved in the purchase/lease shall be met by me/all the applicants, whether or not it goes ahead.

I/we understand that all costs/fees etc of Cabot Trustees Limited and any of it's agents incurred at any time in the future shall be met from the Bath Private Pension Plan. I confirm receipt of Cabot Trustees' latest fee schedule.

Signature	1.
	2.
	3.

Date	
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