



JHAY0293

Commercial Property Questionnaire

Guidance notes

Please read the Commercial Property Purchase and Maintenance Guide carefully before completing this form. Please complete it as fully as possible.

Up to three members can fill out one property questionnaire in the case of joint property purchase. If more members are involved, please provide their details on an additional sheet and ensure they sign.

Name of pension product for which property is to be purchased:

Modular iSIPP

Wrap SIPP

Private Client SIPP

Partnership SIPP

Please complete this form in BLOCK CAPITALS and black ink and return it to: James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF. Should you have any queries please contact your Service Executive Team or our general enquiry number 03455 212 414.

IPS SIPP

IPS (2008) SIPP

IPS Family SIPP

IPS Pension Builder SIPP

1 Personal details

Applicant to complete

Member 1

Title

Forename(s)

Surname

Permanent residential address

Postcode

Date of birth

Telephone (home)

Telephone (business)

Fax

Email

National Insurance number

Member number

Do you currently own a property in your SIPP? Yes No

Member 2

Title

Forename(s)

Surname

Permanent residential address

Postcode

Date of birth

Telephone (home)

Telephone (business)

Fax

Email

National Insurance number

Member number

Do you currently own a property in your SIPP? Yes No

Member 3

Title Forename(s) Surname

Permanent residential address

 Postcode
Date of birth Telephone (home) Telephone (business) Fax Email National Insurance number Member number Do you currently own a property in your SIPP? Yes No

2 Property information

Property address

 Postcode

Property description (e.g. Warehouse, Development Land, Offices etc.)

Does the member/member's business/other connected party own adjacent property other than the property subject to this application, in their own capacity? If so, please indicate site on a plan.

Yes No

Has the property been registered at the Land Registry?

Yes No

Please state whether the premises are

FREEHOLD LONG LEASEHOLD

If leasehold, please state outstanding term of lease.

 Years

Copy of headlease attached or supplied previously?

Yes No

If leasehold, annual ground rent

 £

If leasehold, please provide a copy of the last three years' service charge accounts.

Approximate age of property

 Years

Purchase price (excluding VAT)

 £

VAT (if applicable)

 £

Total purchase price

 £

Are the Trustees to 'VAT opt' the property?

Yes No *Please indicate if you are currently unsure of VAT status/treatment.*

Is this to be treated as a Transfer of a going concern (Tenancy in place)?

Yes No

Does the property include any living accommodation?

Yes No

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

Solicitor to act on behalf of the SIPP Trustees.

We will appoint a solicitor from our approved panel of solicitors to act for the Trustees. Please refer to the Commercial Property Purchase and Maintenance Guide (available at www.jameshay.co.uk) for further information.

Before completing the following property management question, please refer to the Commercial Property Purchase and Maintenance Guide to ascertain which property management options are available for your product.

Please indicate how you want the property to be managed once the SIPP purchase is complete:

CBRE Managed Self-Managed

3 Existing lease information (where the property is already let and the lease is to continue after the purchase)

Applicant to complete

Tenant

Is the tenant the member, member's company or their connected party?

Address

Yes No

Postcode

What is the nature of the tenant's business?

Telephone

Is the tenant fully VAT registered?

Yes No

Rent amount per annum £

If so, what percentage of this VAT is recoverable? %

Frequency £

Copy of lease attached or supplied previously

Yes No

Start date of lease

End date of lease

3a New lease

Applicant to complete

Proposed tenant(s). **Please note this must be the legal entity who will be paying the rent.**

Is the tenant the member, member's company or their connected party?

Tenant name in full

Yes No

Company registration number (where applicable)

What is the nature of the tenant's business?

Address

Is the tenant fully VAT registered?

Yes No

Postcode

If so, what percentage of this VAT is recoverable? %

Telephone

Tenant's solicitors

Rent amount per annum £

Start date of lease

Address

End date of lease

Postcode

Telephone

4 Environmental, flooding and health & safety risk

Applicant to complete

Nature of current occupier's business (if known)

Please confirm whether there have been any flood incidents and/or claims at the premises in the last 10 years.

Yes No

Nature of any previous occupier's activities (if known)

Please confirm whether there have been any remedial works/changes to the flood defences made by the Environment Agency, from which the premises has benefited.

Yes No

Nature of proposed activities

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

If **Yes** to any of the questions in this section, please provide details.

Yes No

4 Environmental, flooding and health & safety risk (cont.)

Applicant to complete

Is there an up to date Fire Risk Assessment available for the property?

Yes No

Is there an up to date Asbestos Register and Management Plan available for the property?

Yes No

If so, are there any risk mitigation measures required? Please provide full details.

5 Vendor's details

Applicant to complete

Vendor's full name

Telephone

Address

 Postcode

Vendor's agent's name

Address

 Postcode

Telephone

Telephone

Vendor's solicitor's name

Please confirm whether the Vendor is you or connected to you?

Yes No

Address

 Postcode

If **Yes**, please confirm the nature of the connection.

6 Lender details

Applicant to complete

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

Is a loan required?

Yes No

Contact name

Address

Please supply a copy of the offer if available. If a loan is required please state:

 Postcode

Bank or Building Society

Telephone

6 Lender details (continued)

Applicant to complete

Amount of loan £

Source

Amount

Term

 £

Interest rate

 £

Periodic repayment amount £

 £

Repayment frequency

 £

Amount of VAT loan (if appropriate) which must be taken into account for the borrowing limits

 £

 £

 £

Balance of funds will be provided from the following sources, i.e. transfers and contributions:

 £

 £

7 Purchase by partnership

Applicant to complete

Member's percentage share

Please specify the member's intended percentage shares in the property. This must reflect your respective contributions towards the purchase price.

Name	Share
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> %

8 Survey

Applicant to complete

Appointed RICS qualified surveyor: ²

Name

Telephone

Address

 Postcode

² PLEASE NOTE: The Surveyor should be instructed by you on our behalf.

9 Works

Applicant to complete

Subject to funds being available, the SIPP may pay for development work at the property that improves its capital value or develops it. If you intend to do a development/work on the property please tick this box.

Basic description of works/development

Timescale

Approximate cost £

Please submit quotes, planning and any supporting evidence to support this.

If you are expecting your SIPP fund to pay for works please refer to the Works Guide available on our website at www.jameshay.co.uk.

If you cannot send us all the information we require at the present time, this may delay the purchase.

In this section 'you' refers to any of the Trustee Companies associated with the James Hay Partnership and 'I/me' refers to the SIPP member(s).

1. I request the acquisition of the property as an investment by my pension scheme.
2. If the property purchase for whatever reason does not proceed, and if there is insufficient money available in my fund, then I acknowledge that any fees or costs incurred will be met by me personally.
3. I undertake to be bound by the provisions of the Commercial Property Purchase and Maintenance Guide which I confirm that I accept and acknowledge that:
 - 3.1 The provision of inaccurate or incomplete information may lead to a delay in the purchase and incur additional costs to my pension fund.
 - 3.2 Once purchased any proposed works to the property must be approved by you or your agent prior to commencement.
4. I confirm that the solicitor's point of contact will be me/my financial adviser/other (please specify). If not specified we will assume that it is the financial adviser.
5. In the event of a purchase on behalf of more than one member we nominate:

 as the point of contact.
6. I confirm that signing the Property Questionnaire involving a purchase for more than one member is to constitute an authority for you to send copies of the property cash account and all supporting information to any of the participating members, even though that may disclose directly or indirectly information relating to any other participating member.
7. I have completed the relevant checklist overleaf and enclosed all required documentation.
8. I accept that by purchasing this commercial property you are not confirming the suitability of the purchase for my individual circumstances.

Important note for clients purchasing a commercial property within their SIPP without an appointed financial adviser.

James Hay recommends that all members take legal advice as well as financial advice from a regulated financial adviser before purchasing a commercial property in their SIPP. If you do not have a financial adviser appointed on your product who is advising you in relation to this commercial property purchase, you must sign the following declaration to confirm you acknowledge this and accept the risks in proceeding without having taken financial advice.

Member declaration where no financial adviser is appointed

I confirm and accept that:

- it is my responsibility to ensure I have read the correct documentation associated with the property purchase
- I have read and agreed to the terms of the property purchase
- I have considered and accept the risks associated with this property purchase
- the purchase of this commercial property aligns with my attitude to risk, my investment goals, my liquidity needs and my capacity for loss
- I have not received financial advice before purchasing this commercial property and I am proceeding at my own risk.

All members to sign below

Signed

Print name

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signed

Print name

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signed

Print name

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Checklist

I can confirm that I have included the following:

- | | | | |
|---|--------------------------|---|--------------------------|
| Property Questionnaire
(Completed and signed by all members involved) | <input type="checkbox"/> | Copies of any existing environmental reports
(particularly if the property is newly built) | <input type="checkbox"/> |
| Energy Performance Certificate | <input type="checkbox"/> | SIPP application form and signed member agreement
OR | <input type="checkbox"/> |
| Copy of offer letter from bank | <input type="checkbox"/> | SIPP already established | <input type="checkbox"/> |
| Copies of any existing occupational leases, if they are
to continue after purchase (inc. relevant rent reviews etc.) | <input type="checkbox"/> | Fire Risk Assessment report | <input type="checkbox"/> |
| Headlease, if leasehold property (draft headlease if new
build or new long lease to be granted) | <input type="checkbox"/> | Asbestos Register and Management Plan | <input type="checkbox"/> |
| Valuation Report | <input type="checkbox"/> | Last three years service charge accounts | <input type="checkbox"/> |
| - Addressed to the James Hay Partnership as client | <input type="checkbox"/> | | |
| - Contains market value, market rental value,
reinstatement figure | <input type="checkbox"/> | | |
| - O.S. site plan (1:1250 preferably) | <input type="checkbox"/> | | |
| - By a RICS qualified surveyor | <input type="checkbox"/> | | |
| - Less than 12 months old | <input type="checkbox"/> | | |
| - Composite panels questionnaire | <input type="checkbox"/> | | |
| - Observation checklist | <input type="checkbox"/> | | |
| - Environmental screening report | <input type="checkbox"/> | | |

(Please keep a copy of this form for your own records).

We are able to provide literature in alternative formats. For a Braille, large print or audio version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensioner Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services. (04/19)