Commercial Property Questionnaire: Pension Transfers

- Information for a pension transfer of commercial property.
- **This form should be completed and signed by the transferring provider.**
- Please complete this document in full and ensure it is accompanied by the items listed below.

1. Transferring Pension Scheme Name

Scheme Name	

2. Property Details

Property Address		
Post Code		
Land Registry Title Number		
Description of the property		**Note:** For example, warehouse, office, shop, land, factory.
Approximate age of the property		
Tenure	Freehold ☐ Leasehold ☐	**Note:** Please tick.
If leasehold, unexpired term of the leasehold interest		**Note:** Please supply a copy of the headlease.
If leasehold, current ground rent		**Note:** Please confirm annual ground rent.
Property usage by current or last tenant		
Original purchase price	£	

Original Purchase Date	
Original Vendor's name	
Was the vendor a connected party?	

3. Joint Ownership

Please give details of any joint ownership between the transferring scheme and any other parties

	%
	%
	%

Note: If there is insufficient space, please continue on a separate sheet.

4. Borrowing

Is there current borrowing on the property? Yes ☐ No ☐

Amount of loan	£
Lender's name	
Address	
Lender's telephone number	Lender's email
Contact name	
Term of the loan	
Interest rate	
Repayment amounts	
Frequency of repayments	
Total existing borrowing outstanding	£
Has the lender given their consent to assign the loan to the new pension scheme?	

Note: Please supply a copy of the loan offer letter if available.

5. Insurance

Is the property insured?	Yes		No	
Broker's name who arranged the insurance				
Address				
Broker's telephone number		Broker's email		
Contact name				
Policy details if known				
Insurance company				
Sum assured				
Excess				
Details of cover				
Exclusions				
Premium and frequency				

Note: Please provide a copy of the current insurance schedule.

Note: We will require a copy of the certificate of insurance before we can exchange contracts.
Note: If the existing insurance policy is to continue, the new pension scheme's interest will need to be noted on the policy from the date of completion.

6. Tenant's Details

Does the property have an existing tenant?	Yes		No	
If yes, tenant's name				
Tenant's company registered number (if a company)				
Tenant's telephone number		Tenant's email		
Contact name				
Is the tenant a connected party?	Yes		No	
Start date of lease				
End date of lease				
Annual rent currently payable				
Frequency of payments				
What is the tenant's business?				

Note: If yes, we will require a copy of the existing lease(s).

Note: If there is more than one tenant, please give details of other tenants on a separate sheet.

Note: If yes, we will require a copy of the most recent rental valuation.

7. VAT

Is the property opted to tax for VAT? Yes ☐ No ☐

If yes, your VAT registered number

Is the transfer to be a transfer of a going concern? Yes ☐ No ☐

Note: If this **NOT** to be a transfer of a going concern we will need a VAT invoice from you.

8. Solicitor's Details

Name of Solicitor who will be acting for the pension scheme

Address

Solicitor's telephone number

Solicitor's email

Contact name

Unless you advise otherwise, we will accept this form as your instruction for us to contact the solicitor.

9. Declarations

- I/We confirm that the information provided in this questionnaire is true and accurate to the best of our ability and can be used by you for the purposes of the property being held as an investment by the receiving scheme as notified to us.
- I/We confirm that copies of all associated documents as requested by you or which may be relevant to the transfer of the property to the receiving scheme have been provided.
- I/We accept and agree that the information may be shared with HM Revenue & Customs and the Pensions Regulator.

10. Signatures

Signed on behalf of the Transferring Scheme

Print Name

Signature

Authority/Designation

Date

10. Accompanying Documents

Property Questionnaire: Pension Transfers	✓
Most recent valuation	
Copies of all current leases	
Copy of the current insurance certificate	
Copy of the current Energy Performance Certificate (EPC)	

Note: We may also request additional items to carry out due diligence.

Please correspond with us

enquiries@whitehallgroup.co.uk

Whitehall Group (UK) Ltd
8-10 Bolton Street
Ramsbottom
BL0 9HX

03302 232300

Whitehall is the trading name of:
Whitehall Group (UK) Limited, a company registered in England and Wales (Registered number 07625300), Whitehall Trustees Limited, a company registered in England and Wales (Registered number 07625294) and Whitehall Corporate Limited, a company registered in England and Wales (Registered number 7759590). All three companies have their registered office at 8-10 Bolton Street, Ramsbottom, BL0 9HX.

July 2017 Item Code 08.04.1