



SIPP Property Purchase Questionnaire

1. Notes

1. **This form gives us the required information to assess a proposed purchase of UK commercial property by your SIPP.**
2. If you have any questions about the completion of this form, please contact us at sipp@whitehallgroup.co.uk or telephone 03302 232300.
3. Before deciding to purchase a property, we recommend you take financial advice from an FCA-regulated financial adviser. They will charge for their services.
4. Please return the completed form to us at our address below. Email copies are accepted.
5. To assess the proposed purchase, we will also need the following:
 - 5.1 If the vendor is a connected party, a valuation of the purchase price from a valuer qualified with the Royal Institute of Chartered Surveyors (RICS)
 - 5.2 If the tenant is a connected party, a valuation of the rental from a valuer qualified with the Royal Institute of Chartered Surveyors (RICS)
 - 5.3 If there is an existing lease, a copy of the lease.
 - 5.4 If the purchase is of leasehold property, a copy of the headlease.
 - 5.5 A copy of the current Energy Performance Certificate (EPC), or confirmation the property is exempt from requiring one.
 - 5.6 A copy of the building survey report.
 - 5.7 If there is any indication of asbestos, a copy of the asbestos survey and asbestos management plan.
 - 5.8 Your solicitor's terms of business if available.
 - 5.9 If the property is to be developed or refurbished, a copy of the development specifications.
 - 5.10 If the pension scheme is borrowing to assist with funding the purchase, a copy of the loan offer.
 - 5.11 A copy of the buildings insurance quote from your insurance broker.
 - 5.12 If the property includes job-related accommodation, a copy of the occupier's contract of employment and confirmation they are not a connected party.
6. Please refer to our Property Guidelines for full details. This is available on our website at www.whitehallgroup.co.uk or on request.

2. Member's Details

Title (Mr/Mrs/Miss/Ms/Dr)

Forename(s)

Surname

SIPP Number

Have you received financial advice in relation to this investment?

Yes No

If yes, name of Adviser

Name of Adviser's firm

Is this a joint purchase with other parties?

Yes No

If yes, the nominated contact

Note: We will accept this as your authority for us to take instructions relating to the property investment from the nominated contact.

3. Risks

Purpose of this investment

Why is this property suitable for the above purpose?

Do you have the financial capacity to suffer a catastrophic loss if this investment fails?

Yes No

4. Property Details

Address

Post Code

Land Registry Title Number

Description

Approximate age

Freehold or Leasehold?

If Leasehold, unexpired term

If Leasehold, ground rent p.a.

Vacant Possession?

Yes No

Purchase Price

Note: e.g. warehouse, shop, factory, land.

Note: please provide a copy of the headlease.

5. Property Features

Are there any restrictive features or restrictive covenants?

Yes No

If yes, please give details

Is there any residential element or residential features?

Yes No

If yes, please give details

If yes, who will occupy the residential element?

Are there any residential ground rents?

Yes No

Is the property adjacent to any residential property?

Yes No

EPC Date

EPC Grade

Note: If this is employment related accommodation such as a caretaker's flat, we will require a copy of their contract of employment and confirmation the occupant is not a connected individual
Note: We may require further details to ensure no connected party is deriving benefit from the investment.

6. Vendor's Details

Vendor's Name

Vendor's Address

Post Code

Vendor's telephone number

Vendor's email address

Is the vendor a connected party?

Yes No

Is this a joint purchase with another party(ies)?

Yes No

If yes, please give details

Name/SIPP Name	Percent of purchase
<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"/>

Note: Where there is a connected vendor, a valuation of the purchase price must be provided. The valuation must be addressed to the trustees of the pension scheme and not be more than 6 months' old at the time of completion.
Note: Please refer to our property guidelines for the definition of a connected party.

7. Refurbishment or Development

Is there to be any refurbishment or development?

Yes No

If yes, the principal contractor

Connected Party?

Yes No

If yes, the principal designer

Connected Party?

Yes No

Approximate Cost

Note: We will require copies of development plans, specifications and quotations.
Note: To comply with the Construction Design and Management Regulations 2015
Note: The SIPP cannot pay for fixtures and fittings and can only be responsible for land and the fabric of the building.

8. Borrowing

Is your SIPP borrowing to help fund the purchase?

Yes No

If yes, the amount

Lender's Name

Connected party?

Yes No

Lender's Address

Post Code

Lender's telephone number

Lender's email address

Term of loan

Interest rate

Repayment frequency

Amount of existing borrowing

Current pension fund value

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

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

Note: We will need up to date valuations of all pension scheme investments to check the maximum borrowing limit is not exceeded.

9. Funding your purchase

List all costs associated with your property purchase

Purchase Price

VAT

Stamp Duty

Estate Agent's fees

Valuer's fees

Surveyor's fees

Solicitor's fees

Land Registry Fees

Search fees

Mortgage arrangement fee

Initial insurance premium

Financial Adviser's fees

Whitehall's fees

Refurbishment costs

TOTAL

List the source(s) and amount(s) of the funding for your property purchase

Cash already held

Personal contribution

Employer contribution

Pension transfer(s)

Borrowing

TOTAL

Note: We need to establish that the investment can be funded by the pension scheme.

Note: it can take up to ten weeks for tax relief on personal contributions to be received. Please take this into account.

10. Solicitor, Surveyor and Insurance

Solicitor for your SIPP	<input type="text"/>	<p>Note: We will require the solicitor's terms of business for them to be formally appointed</p> <p>Note: Unless you advise otherwise, we will accept this form as your instruction for us to instruct the solicitor.</p>
Solicitor's Company Name	<input type="text"/>	
Solicitor's Address	<input type="text"/>	
	<input type="text"/>	
Post Code	<input type="text"/>	
Solicitor's telephone number	<input type="text"/>	
Solicitor's email address	<input type="text"/>	
Surveyor for your SIPP	<input type="text"/>	
Surveyor's Company Name	<input type="text"/>	
Surveyor's Address	<input type="text"/>	
	<input type="text"/>	<p>Note: Please include RICS qualification.</p> <p>Note: Unless you advise otherwise, we will accept this form as your instruction for us to contact the surveyor. We do not instruct valuers or surveyors.</p> <p>Note: Valuations must not be more than six months old.</p> <p>Note: We will require a copy of the certificate of insurance before we can exchange contracts. The SIPP must have its own insurance policy and not be a party to an existing policy.</p> <p>Note: Reinstatement cost.</p>
Post Code	<input type="text"/>	
Surveyor's telephone number	<input type="text"/>	
Surveyor's email address	<input type="text"/>	
Insurance Broker's name	<input type="text"/>	
Broker's Company Name	<input type="text"/>	
Broker's Address	<input type="text"/>	
	<input type="text"/>	
Post Code	<input type="text"/>	
Broker's telephone number	<input type="text"/>	
Broker's email address	<input type="text"/>	
Insurance sum assured	<input type="text"/>	

11. Lease Details

Is there an existing lease?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Note: We will require a copy of the existing lease.</p> <p>Note: If there is more than one tenant, please give details of other tenants on a separate sheet.</p>
If yes, tenant's name	<input type="text"/>		
Tenant's Address	<input type="text"/>		
	<input type="text"/>		
Post Code	<input type="text"/>		
Tenant's telephone number	<input type="text"/>		
Tenant's email address	<input type="text"/>		
Tenant's business	<input type="text"/>		
Connected party?	<input type="text"/>		
Term of Lease	<input type="text"/>		
Annual Rent	<input type="text"/>		
Rent payment frequency	<input type="text"/>		
Rent review frequency	<input type="text"/>		
Is rent paid up to date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<p>Note: If there is to be more than one tenant, please give details of other tenants on a separate sheet.</p>
If no, what are the arrears?	<input type="text"/>		
Is there to be a new lease?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, tenant's name	<input type="text"/>		
Tenant's Address	<input type="text"/>		

Post Code	<input type="text"/>
Tenant's telephone number	<input type="text"/>
Tenant's email address	<input type="text"/>
Tenant's business	<input type="text"/>
Connected party?	<input type="text"/>
Term of Lease	<input type="text"/>
Annual rent	<input type="text"/>
Rent payment frequency	<input type="text"/>
Rent review frequency	<input type="text"/>

Note: If yes, we will require a copy of the rental valuation addressed to the trustees of the pension scheme to support the rent. This must not be more than 6 months' old at the date of completion

12. VAT

Is the property opted for VAT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, is it <u>to be</u> opted for VAT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your SIPP to be registered for VAT?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this purchase to be a transfer of a going concern?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Who will be responsible for the VAT registration and ongoing VAT returns?	<input type="text"/>	

Note: If these services are to be carried out by us, please put "Whitehall". For a joint purchase with non-SIPP owners, we will not be able to offer VAT registration services. Please appoint an accountant or property manager.

13. Property Management

Property management consists of the following:

Issuing rental invoices, collecting rent and monitoring payments.	Obtaining property valuations when necessary.
Chasing overdue rent and taking appropriate action where this is not brought up to date.	Settling maintenance costs as and when necessary.
Effecting adequate property insurance and settling premiums from the pension scheme's bank account (where leases are on a fully repairing and insuring basis you should add the insurance premiums to rental invoices when due).	Monitoring the condition of the property and prompting tenants repairs and decoration as required under the lease.
Maintaining VAT records and submitting quarterly returns.	Payment of rates as and when required.
Reminding and pursuing rent reviews and lease expiries.	Updating Energy Performance Certificates as and when required and ensuring the rating complies with regulations.
Ensuring leases are prepared by a solicitor.	Maintaining proper records and books of accounts, which should be available for inspection.
Seeking tenants and negotiating rent.	Monitor rental payments and if in arrears legal action may need to be taken on behalf of the pension scheme to recover the amount due.

Who will manage the property?	Self-Managed <input type="checkbox"/>	<p>Note: If you are self-managing the property, by completing this form you are accepting these responsibilities and agreeing that you could be liable for fines or penalties for</p>
	Property Manager <input type="checkbox"/>	
If a property manager is to be appointed:		
Manager's Name	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	

Post Code	<input type="text"/>	making errors or omissions.	
Telephone Number	<input type="text"/>		
Email Address	<input type="text"/>		
Do you want us to issue rent invoices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Note: We charge additional fees for issuing rent invoices.

14. Declarations

1. I wish to make the above investment and instruct Whitehall Group SIPP Limited to proceed with the necessary arrangements.
2. I confirm I have read and understood the property guidelines provided by Whitehall Group SIPP Limited.
3. I confirm the information provided in this form is correct to the best of my knowledge and belief.
4. I agree to the payment of fees to Whitehall Group SIPP Limited in relation to this investment at the rate in your most recent fee schedule published on your website. I understand that this schedule can be amended from time to time.
5. I authorise Whitehall Group SIPP Limited to meet any professional fees from my pension scheme funds, where these are not met within 30 days of request.
6. I confirm that the decision to make this investment has been made by me acting either with or without advice. The outcome of this investment is my sole responsibility.
7. I understand and agree that I am fully aware of the nature and risk of making this investment. Furthermore, I am fully aware that there may be problems in realising the investment, should the need arise in paying retirement and/or death benefits.
8. I confirm that neither Whitehall Group SIPP Limited nor Whitehall SIPP Trustees Limited have given me any advice in relation to this investment and its suitability.
9. I confirm that there are no aspects of the property that could conflict with it being held by a UK Registered Pension Scheme.
10. I authorise you to share my personal data including details of the property, my membership of the pension scheme and my contact details with third party service providers (for example, solicitors, valuers, insurance brokers and surveyors).
11. If property insurance is arranged through a broker introduced by you, I agree and consent to commission being paid to you.
12. Property Management Declarations:
 - 12.1 Investment powers and duties in relation to this property can and are hereby delegated in accordance with provisions in the documentation relating to the pension scheme to myself/the appointed Managing Agent.
 - 12.2 I confirm that I have ensured and will continue to ensure that the requirements of the law and property regulations are complied with.
 - 12.3 I will at all times ensure that the property is managed in accordance with good commercial estate management practice.
 - 12.4 I take responsibility for rent collection, (including all other sums due under the terms of the lease, such as insurance, service charge (where applicable)), ensuring such sums are collected expediently and in timely fashion.
 - 12.5 I will manage all property inspections and tenant queries.
 - 12.6 I will arrange periodic property valuations on due dates to comply with your and HMRC's requirements.

- 12.7 I will ensure all lease events, such as rent reviews, lease expiries etc are recorded and managed commercially and in accordance with property law and the provisions of lease documentation.
- 12.8 I will liaise with the lender (in relation to any mortgage) and all third-party suppliers and ensure that sufficient funds are held in the pension scheme to enable all payments to third parties to be made in timely fashion.
- 12.9 I will provide you with all information on the rent received, lease information and changes, condition of the property and tenant housekeeping, Insurance information, invoicing and VAT paid/received as and when requested and will not unreasonably withhold this information.
- 12.10 I agree that in the event I or the Managing Agent together or alone cause a material breach of responsibilities as outlined above and having been served with 28 days' notice in which to rectify the breach have failed to do so, then Whitehall Group SIPP Limited may appoint a new appropriately qualified person or person(s) to carry out such tasks. I agree that the cost of such work can be charged to the pension scheme.
13. I agree to the following limitation of liability and indemnities for Whitehall Group SIPP Limited, Whitehall SIPP Trustees Limited and any subsidiary or associated company:
- 13.1 No liability for any unauthorised payment charge, unauthorised payment surcharge, scheme sanction charge or other tax charge or penalty imposed by HM Revenue and Customs in connection with this investment.
- 13.2 I indemnify the above companies against any claims, costs, actions or demands in relation to this investment.
- 13.3 In addition to any indemnities conferred on them by law or under the trust documentation, the above companies are not liable for any act or omission (including the act of delegation or sub-delegation) by me or my advisers or their delegates or sub-delegates in relation to the exercise of powers under the trust documentation of the pension scheme.
- 13.4 I understand and agree that the liability of the above companies in connection with this investment shall at all times be limited to the value of the assets held within my pension scheme, save where you act in breach of trust or either firm's liability results from the wilful default, negligence or fraud on the part of its officers(s) or employee(s).
- 13.5 I indemnify the above companies in relation to the legal, environmental, health, safety and taxation requirements in connection with the property.
- 13.6 No liability for the actions or timing of solicitors, surveyors or any other third parties involved.
- 13.7 No liability for an inability to complete this investment due to a lack of funding from pension transfers, contributions, tax refunds, sale of existing investments or borrowing or for delays due to statutory cancellation periods.
- 13.8 No liability for loss caused by a lack of adequate buildings insurance.

15. Member Signature

Your Name

Your Signature

Date

Please Return this form to:

Whitehall Group
8-10 Bolton Street
Ramsbottom
BLO 9HX

Contact Us:

Telephone: 03302 232300

Email: ssas@whitehallgroup.co.uk

Email: sipp@whitehallgroup.co.uk



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), Whitehall Corporate Limited, a company registered in England and Wales (Registered number 7759590), Whitehall Group SIPP Limited, a company registered in England and Wales (Registered number 13577749) and Whitehall SIPP Trustees Limited, a company registered in England and Wales (Registered number 13587700). All companies have their registered office at 8-10 Bolton Street, Ramsbottom, BLO 9HX.

Whitehall Group SIPP Limited is authorised and regulated by the Financial Conduct Authority (FCA) firm reference number 978183.