



SIPP Property Questionnaire: Pension Transfers

1. Notes

1. **This form gives us the required information for a pension transfer of commercial property to your SIPP.**
2. **This form should be completed and signed by the transferring provider.**
3. If you have any questions about the completion of this form, please contact us at sipp@whitehallgroup.co.uk or telephone 03302 232300.
4. Before deciding to transfer a property from one pension scheme to another, we recommend you take financial advice from an FCA-regulated financial adviser. They will charge for their services.
5. Please return the completed form to us at our address below. Email copies are accepted.
6. We will also need the following:
 - 6.1 A valuation of the property from a valuer qualified with the Royal Institute of Chartered Surveyors (RICS).
 - 6.2 If there is an existing lease, a copy of the lease.
 - 6.3 If the purchase is of leasehold property, a copy of the headlease.
 - 6.4 A copy of the current Energy Performance Certificate (EPC), or confirmation the property is exempt from requiring one.
 - 6.5 A copy of the building survey report.
 - 6.6 If there is any indication of asbestos, a copy of the asbestos survey and asbestos management plan.
 - 6.7 If the pension scheme has borrowed to assist with funding the original purchase, a copy of the loan offer and most recent mortgage statement.
 - 6.8 A copy of the current buildings insurance policy.
 - 6.9 If the property includes job-related accommodation, a copy of the occupier's contract of employment and confirmation they are not a connected party.
7. **Definition of connected party.** Please refer to the definition given by HMRC in the Pension Tax Manual at PTM027000. A person is connected to a member if they are a spouse or civil partner, a relative of the member or relative of a spouse or civil partner, or a spouse or civil partner of a relative. A company is connected to a member, if the member, or persons connected to the member has control of the company. Control is defined in section 995 Income Tax Act 2007 and sections 450 and 1124 of the Corporation Tax Act 2010. Relative means brother, sister, ancestor (parent, grandparent, great grandparent and so on) or lineal descendant (child, grandchild, great grandchild and so on).

2. Member's Details

Title (Mr/Mrs/Miss/Ms/Dr)	<input type="text"/>
Forename(s)	<input type="text"/>
Surname	<input type="text"/>
Existing SIPP/SSAS Number	<input type="text"/>

3. Property Details

Address	<input type="text"/>		
	<input type="text"/>		
Post Code	<input type="text"/>		
Land Registry Title Number	<input type="text"/>		
Description	<input type="text"/>	Note: e.g. warehouse, shop, factory, land.	
Approximate age	<input type="text"/>		
Freehold or Leasehold?	<input type="text"/>		
If Leasehold, unexpired term	<input type="text"/>	Note: please provide a copy of the headlease.	
If Leasehold, ground rent p.a.	<input type="text"/>		
Vacant Possession?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Original purchase price	<input type="text"/>		
Original purchase date	<input type="text"/>		
Original vendor's name	<input type="text"/>		
Was the vendor a connected party?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Note: See definition in notes above.

4. Property Features

Are there any restrictive features or restrictive covenants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please give details	<input type="text"/>		
Is there any residential element or residential features?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	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
If yes, please give details	<input type="text"/>		
If yes, who occupies the residential element?	<input type="text"/>		
Are there any residential ground rents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Note: We may require further details to ensure no connected party is deriving benefit from the investment.
Is the property adjacent to any residential property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
EPC Renewal Date	<input type="text"/>		
Current EPC Grade	<input type="text"/>		
Any risks identified via searches (environmental, title,	<input type="text"/>		

Last annual premium
Insurance renewal date

8. Lease Details

Is there an existing lease? Yes No
If yes, tenant's name
Tenant's Address

Post Code
Tenant's telephone number
Tenant's email address
Tenant's business
Connected party?
Lease commencement date
Term of Lease
Annual Rent
Rent payment frequency
Rent review frequency
Is rent paid up to date? Yes No
If no, what are the arrears?

Note: 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: See definition of connected party in notes above.

9. VAT

Is the property opted for VAT? Yes No
Who is currently responsible for the VAT registration and ongoing VAT returns?

Note: If yes, please provide a copy of the existing VAT registration and option to tax.

10. Property Management

Who currently manages the property? Self-Managed
Property Manager
If a property manager:
Manager's Name
Address

Post Code
Telephone Number
Email Address
Do you currently issue rent invoices? Yes No

11. Declarations

1. 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.
2. 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.

3. I/We accept and agree that the information may be shared with HM Revenue & Customs and the Pensions Regulator.

12. Signature for and on behalf of the Transferring Scheme

Your Name

Job Title

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

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