

Small Self Administered Scheme

# SSAS

**Property / Land Questionnaire  
for Purchases**



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## Important Note - Please read this before completing the Questionnaire.

This Property Questionnaire is designed to provide a framework for supplying the information required to enable us to consider a proposal to purchase UK based commercial property and land. **Please ensure that it is completed in full as any missing information may cause a delay.**

In order to establish the suitability of a property as an investment we will require the following to be provided in all instances, even in those cases where the property is known to you:

1. A Valuation Report provided by a RICS qualified surveyor (or equivalent), in our required format.
2. Full searches are to be carried out by your chosen solicitor, appropriate to the nature of the property.
3. If there is an indication of asbestos, an asbestos report will be required.
4. If applicable, a valid Energy Performance Certificate (EPC) will be required.
5. A detailed Report on Title, to be carried out by your chosen solicitor.
6. Additionally, we may require an Environmental Report on the property in instances where there is some question over the property's environmental state. The cost of the report and any investigations will be at you or your pension scheme's expense, and we may be unable to proceed if the result is unsatisfactory.

We will not be able to proceed to completion until we are in receipt of the above, and also we may decline the request to purchase the property at any time.

Please refer to our SSAS Property Purchase Guide for further information, or alternatively if you have any queries, please do not hesitate to contact the Property Team on **01228 538988**.

## 1. Scheme Information

SSAS Scheme Name

## 2. About the Property / Land:

Property Address

Postcode

Property Description (eg. Office, Warehouse etc)

Please state whether the premises are:

Freehold

Leasehold

If Leasehold, please state the outstanding term of lease:

Years

Annual ground rent (if applicable):

£

Approximate age of property:

Years

## Use of the Property

Nature of existing or proposed Tenant's activities (if known):

Nature of previous Tenant's activities (if known):

Are the proposed activities of any previous Tenant's activities likely to have any environmental/contamination impact?

Yes  No

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

Yes  No

If 'Yes', to either question please give any details available

*Please ensure the property has an appropriate Energy Performance Certificate (EPC) and pass a copy of the certificate to InvestAcc Pension Administration Limited prior to completion. It is the vendor's responsibility to provide a valid EPC.*

Does the property include living accommodation, from which any scheme member may benefit?

Yes  No

Does the property have residential element?

Yes  No

Who will be using the residential element, and in what capacity?

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Is the person using the residential element connected to any member of the pension scheme?

Yes  No

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

*Please use additional information box at the end of this questionnaire if insufficient space available.*

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### 3. Vendor's Details

Vendor's Full Name	
Address	
	Postcode
Telephone	

### Vendor's Solicitor's Details

Vendor's Solicitor's Name	
Address	
	Postcode
Telephone	

Please confirm if the vendor is connected to any scheme member?

Yes  No

## 4. Details of the interest being acquired

What is the pension scheme acquiring? (tick **one** only)

- Freehold Interest in all of the property
- Leasehold Interest in all of the property
- Freehold interest in part of the property
- Leasehold Interest in part of the property

How will the transaction be made? (tick **one** only)

- By purchase
- Other (insert details here):

If the SSAS trustees will own a part share of the property, please provide details of the other owners and their shares:

Other owners details and percentage share of property:
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## 5. Purchase Price

Purchase price (excluding VAT):	£
VAT (if applicable):	£
Total purchase:	£

Is VAT applicable to the transaction?

- Yes
- No

If **'Yes'** please provide contact details for person arranging VAT registration or Option to Tax:

- Accountant
- Tax Specialist
- Other

Please note that it is your responsibility to instruct an accountant / tax specialist to register the scheme for VAT, Opt the Property to VAT and submit VAT returns to HMRC. InvestAcc Pension Administration Limited does not arrange this for you.

Name of person arranging VAT registration / Option to Tax	
Address	
	Postcode
Telephone	Email Address

If VAT is applicable to this transaction, is it to be treated as a Transfer of a Going Concern?  Yes  No

Vendor's VAT number
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## 6. Lease Information

**Existing Lease (where the property is already let and the Lease is to continue after the purchase):**

Tenant			
Address			
			Postcode
Rent Amount (£ per annum)	Frequency of Payment	Start Date of Lease	End Date of Lease

Is the Tenant connected to the Sponsoring Employer or any of the scheme members?

Yes  No

Copy of the Lease attached or supplied previously?

Yes  No

### New Lease (if applicable)

Proposed Tenant(s)			
Full Name(s)			
Address			
			Postcode
Rent Amount (£ per annum)	Frequency of Payment	Start Date of Lease	End Date of Lease

Is the Tenant connected to the Sponsoring Employer or any of the scheme members?

Yes  No

Who will invoice for rent?

Member Trustees  InvestAcc\*  Other (please specify below)

\*Please note InvestAcc only offers this service for properties wholly owned by the pension scheme and with a maximum of three tenants.

Name	
Address	
	Postcode
Telephone	Email address

## 7. Funding

Is borrowing required?

Yes  No

If 'Yes' you will need to arrange borrowing and insert details of the lender below:

**Please remember that HMRC limits borrowing to no more than 50% of the net asset value of the scheme.**

Lender		
Contact Name		
Address		
		Postcode
Telephone	Amount of Loan (£)	Term

Please also note that should a borrowing facility be required, your bank may need a valuation to be prepared by a surveyor from their authorised panel. Please check this with your loan provider, and inform them that we will require a copy for our records.

**The balance of funds will be provided from the following sources:**

Source	Amount
Source	Amount
Source	Amount

## 8. Insurance

Is InvestAcc Pension Administration Limited to arrange Insurance?

Yes  No

If 'No' is there a current policy in place that will be carried forward following completion?

Yes  No

If 'Yes' please provide us with a copy of the insurance schedule and details of your insurance broker. The policy should reflect the interest of the Pension Scheme.

If 'No' please provide us with details of who you propose to insure the property with post completion. The new policy should be in the name of the Pension Scheme and the correspondence address should be: Minerva House, Port Road Business Park, Carlisle, Cumbria CA2 7AF. Please provide a copy of your insurance quote for our approval before the policy is put on risk.

Insurance Broker Name	
Insurance Broker Address	
	Postcode
Insurance Broker Telephone	

## 9. Completion Date

Proposed date of exchange of contracts or completion:

DD/MM/YYYY



## 10. Appointing a Solicitor

**We will instruct a Solicitor to act on behalf of the SSAS trustees in connection with the purchase of the property / land.**

Although you can choose any firm, it is important to appoint a Solicitor that has the required level of experience and expertise in dealing with this type of transaction. Selecting the “Panel Solicitor” option below means we will appoint a firm that has met our rigorous selection criteria, with a commitment to offer a quality service at specially negotiated rates. Please see our “Guide to Panel Solicitors” for further details.

Do you want InvestAcc Pension Administration Limited to appoint a Panel Solicitor?  Yes  No

**If ‘No’** please provide solicitor details:

Solicitor Name	
Address	
	Postcode
Contact Name	
Telephone	Email address

## 11. Surveyor’s Valuation

**An RICS qualified surveyor should be appointed to provide an open market capital valuation and rental valuation of the proposed property, as well as an insurance re-instatement value. InvestAcc may appoint an appropriately qualified firm or alternatively you may appoint your own.**

**Have you already obtained a valuation?**

**If ‘Yes’** please provide a copy,  Yes  No

**If ‘No’** do you want InvestAcc to appoint a surveyor?  Yes  No

**If ‘No’** please provide surveyor details:

Name	
Address	
	Postcode
Telephone	Email address

## 12. Contact Details

The Solicitor's / InvestAcc's point of contact will be

Insert name, address, phone number and email address:

Member Trustee       Financial Adviser       Other (please specify below)

## 13. Development Works

**Please note that the Pension Scheme cannot pay for fixtures and fittings, and can only be responsible for Land and Fabric of the Building.**

Is the property to be developed post-purchase?

Yes     No

Basic description of works/development:

Estimated Costs:

£

Estimated Time scale:

*Please note that a Valuation Report will be required on completion of larger development works.*

# 14. Declaration

- 1. I/We request the purchase of the property as an investment by my/our pension scheme.
- 2. Once the property / land has been acquired by the pension scheme, the Trustees will be the legal owners and we understand that any proposed works or alterations to the property must be approved by all Trustees, including InvestAcc Pension Trustees Limited, prior to commencement.
- 3. I/We understand that InvestAcc Pension Administration Limited will instruct Solicitors (either those specifically nominated or a Panel Solicitor) to act on behalf of the pension scheme.
- 4. I/We acknowledge and accept that all costs associated with the property will be the responsibility of the pension scheme and the costs thereof will be payable whether the proposed purchase completes or not.

## Signed: (all Trustees to sign)

Signature	Date
Signature	Date
Signature	Date
Signature	Date

## Additional Information

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Conduct Authority.  
InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349.  
InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.



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