

Small Self Administered Scheme

SSAS

**Property / Land Questionnaire
for Takeovers**



Transfer of Property on Takeover of Existing Small Self Administered Scheme

| |
|------------------|
| SSAS Scheme Name |
|------------------|

Property Information:

| | |
|---|----------|
| Property Address | |
| | Postcode |
| Property Description (eg. Warehouse, Development Land, Offices 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 |
|-------|

Is the Property opted to Tax?

Yes No

If yes, please provide details of contact dealing with VAT returns:

Accountant Tax Specialist Other

Please note that InvestAcc does not arrange VAT registration or VAT returns.

| | |
|-----------|---------------|
| Name | |
| Address | |
| | Postcode |
| Telephone | Email Address |

Is there a current Buildings Insurance policy in place that will be carried forward following re-registration of the Property?

Yes No

If Yes, please provide us with a copy of the buildings 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 will insure the property. 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:

Insurance Broker Telephone:

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

Yes No

Does the property have a residential element?

Yes No

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

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 state

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

Lease Information

Existing Lease (where the property is already let):

| | | | |
|------------------------------|----------------------|---------------------|-------------------|
| 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

Note: Please provide a copy of the Lease.

Who will invoice for rent?

Member Trustees InvestAcc* Other (Please specify)

*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 |

Environmental Risk

| |
|--|
| Nature of existing Tenant's Activities |
|--|

Are the proposed activities or 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 |
|--|

Borrowing

Is there any outstanding borrowing against the property? Yes No

| | | |
|----------------|------------------------------|------------------------------|
| Lending Source | | |
| Address | | |
| | | Postcode |
| Telephone | Amount of Loan Outstanding £ | Term remaining on loan years |

Note: Please provide a copy of the Agreement.

Solicitor

InvestAcc Pension Administration Limited may appoint a solicitor with relevant expertise to act on behalf of the Pension Scheme in connection with the transfer of the ownership of the property, removing the existing Professional Trustee from the land registry and appointing InvestAcc Pension Trustees Limited as co-owner, alternatively you may appoint your own solicitor to act.

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 details of your own solicitor and InvestAcc will provide them with appropriate instructions:

| | |
|----------------|----------|
| Solicitor Name | |
| Address | |
| | Postcode |
| Telephone | |
| Email Address | |

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 following re-registration?

Yes No

Basic description of works/development:

Estimated Costs:

£

Estimated Time scale:

Years

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

Please refer to our SSAS Guide to Development works for further information.

Legal

1. I/We request the re-registration of the Property currently held as an asset of the pension scheme
2. I/We acknowledge and accept that all costs associated with the property will be the responsibility of the pension scheme.
3. Please instruct your Panel Solicitor or my/our own Solicitor to act on behalf of the pension scheme (*delete whichever does not apply*).
4. I/We confirm that the Solicitor's / InvestAcc's point of contact will be:
 The following named trustee My / our financial adviser Other (please specify):

If not specified we will assume that it is the first trustee to sign below.

Signed: (all Trustees to sign)

| | |
|-----------|------|
| Signature | Date |
| Signature | Date |
| Signature | Date |
| Signature | Date |

Additional Information



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www.investaccpensions.co.uk

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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