

Small Self Administered Scheme (SSAS)

# Property Questionnaire

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## 1 Introduction

The purpose of this questionnaire is to provide us with sufficient information to consider whether a proposed property purchase would be an acceptable investment for a registered pension scheme to make. We cannot proceed with the property purchase until you return this signed questionnaire. The agent dealing with the sale of the property should be able to assist with the majority of information required. If any of the information requested is not available then please put 'not known' in the relevant space and forward the outstanding information to us as soon as possible. Please do not delay in returning this form.

If you are completing this form to enable a transfer of property from another registered pension scheme (as part of an in-specie transfer) then please only answer questions that are relevant.

We will rely on you and the other advisors involved to make yourself aware of our requirements which will minimise the risk of confusion or unnecessary complications. It is vitally important that you also read our Property Notes which explain in detail the various requirements which must be adhered to when purchasing a property in your SSAS.

## 2 Contact Name

Name

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Daytime Telephone Number

Email Address

## 3 Property Details

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Description of the property (e.g. office, industrial)

### 3 Property Details (cont)

Is the title registered

Yes

No

Freehold or Leasehold

Freehold

Leasehold

If Leasehold, please provide:

Outstanding term of lease

Ground rent payable

Is the property being purchased with vacant possession or is there an existing tenant?

Vacant

Existing possession  
tenant

Age of property (approx)

Is the property subject to VAT?

Yes

No

Purchase price of property Delete as applicable:  
including/excluding VAT

£

Proposed completion date

Is there any residential element within the property?

Yes

No

### 3 Property Details (cont)

Is the vendor connected to the member?

Yes

No

If yes, please provide details of the relationship/connection

Please note we will an independent market valuation report (including a market rental valuation) by a person holding a recognised professional surveying qualification Eg RICS, having recent experience in the location and category of the property concerned and prepared in accordance with the latest Practice Statements and Guidance Notes set out in the Royal Institute of Chartered Surveyors Valuation Standards.

Is any refurbishment or development intended which will be paid for by the SSAS?

Yes

No

If so, please provide details including costs and dates when the finance will be required.

Details of refurbishments or improvements -

*Note: Who is to be responsible to pay for any refurbishments must be clearly agreed, in writing, between the SSAS trustees and the tenant in advance. Payment for refurbishments or improvements must be in accordance with the lease. Where the SSAS and tenant are connected, failure to comply with this may result in an unauthorised payment by the SSAS and tax charges being levied against the member (s) and/or scheme.*

Have you been provided with an Energy Performance Certificate (EPC) for the property?

Yes

No

N/A

If not, please ensure that the vendor provides an EPC to you at the earliest opportunity. Please forward a copy of the EPC to us at the earliest opportunity.

#### 4 Financing of the Property

Please summarise how the property will be financed, continuing on a separate sheet if necessary.

##### Cost

Purchase price	£
Plus VAT (if applicable)	£
Plus Stamp Duty Land Tax	£
Plus legal and professional costs (incl VAT)	£
Plus refurbishment/improvement costs (incl VAT)	£
Total cost	£

##### Financed by:

<b>Members' name</b>				
<b>% interest in the property</b>				
<b>Contributions</b>				
Amount				
Gross/Net				
Existing SSAS funds (cash)				
<b>Transfer 1</b>				
Pension Provider				
Amount				
<b>Transfer 2</b>				
Pension Provider				
Amount				
<b>Transfer 3</b>				
Pension Provider				
Amount				
<b>Borrowing</b>				
Lender				
Amount				
<b>Total</b>				

Please continue on a separate sheet if necessary.

#### 4 Financing of the Property (cont)

It is vitally important that you complete this section in order that we are fully aware of the financing requirements relating to the proposed property purchase.

Each SSAS can only borrow up to 50% of the net asset value immediately before the borrowing takes place. (i.e. the value of the property to be purchased must be ignored). This limit includes existing borrowing and any amount borrowed to finance VAT on the property purchase.

If you are paying contributions to assist with a property purchase then we cannot proceed with the property purchase until all associated paperwork has been received in relation to contributions. Please note it normally takes between six and eleven weeks to receive a payment of the basic rate income tax relief on member's contributions. You must take account of this when considering a property purchase.

If you need to realise existing SSAS investments to assist with the property purchase then please advise us under separate cover. It is important to check that there will be adequate finance in place to purchase the property making suitable allowance for any improvements, refurbishments, VAT (if applicable), stamp duty land tax and all professional fees.

You or your financial adviser will be responsible for organising any transfer payments.

#### 5 Vendor's Details

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Post Code"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>

#### 6 Vendor's Solicitor

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Post Code"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>

### 7 Selling Agent's Details

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Post Code"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>

### 8 Details of the Existing Tenant (if applicable)

Business Name/Contact	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>		
	<input type="text" value="Post Code"/>		
Telephone Number	<input type="text"/>		
Is the tenant connected with the member(s)?	Yes	<input type="radio"/>	No <input type="radio"/>
If yes, please provide details of their relationship/connection	<input type="text"/>		
Is the tenant VAT registered?	Yes	<input type="radio"/>	No <input type="radio"/>
Is the tenant exempt for VAT purposes?	Yes	<input type="radio"/>	No <input type="radio"/>
Rent payable and frequency of payments	<input type="text"/>		
Is rent paid up to date?	Yes	<input type="radio"/>	No <input type="radio"/>
Outstanding term of lease (please also specify details of any break clauses)	<input type="text"/>		

If the property is multi-tenanted, please provide details for each tenant on a separate sheet.

Please ensure this section (if applicable) is completed. We must carry out identity and verification checks on all existing tenants.



### 9 Details of Proposed Tenant (if applicable)

Business Name/Contact  Company

Registered Business Address   
 Post Code

Telephone Number

Email Address

Proposed rent payable and frequency of payments

Proposed term of lease (please specify details of any break clauses)

Is the tenant VAT registered? Yes  No

Is the tenant exempt for VAT purposes? Yes  No

Is the tenant connected to the member(s)? Yes  No

If yes, please provide details of the relationship/connection

If the proposed tenant is connected to the member(s) then you must obtain an independent rental assessment from a chartered surveyor and rent must be paid in accordance with this valuation. Please refer to the Property Notes for further details.

Please ensure this section (if applicable) is completed. We must carry out identity checks on all proposed tenants before a lease is executed.

**Please note** – We require that a lease be put in place with all tenants. Issues such as the term of the business lease, the frequency of rental payments, obligations on landlord and tenant, break clauses and rent review periods are all subject to commercial negotiation, but in all cases must be adhered to once incorporated within a lease. Please note that the trustees must make an EPC available to all prospective tenants prior to letting the property. Failure to do so will result in delays and/or fines.

### 10 SSAS Trustees' Solicitor Details

Please provide details of the solicitors who will be appointed to act on behalf of the trustees to carry out the conveyance/transfer of the property and preparation of new leases. Please refer to the Property Notes for further details.

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Post Code"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>

### 11 Lender's Details (if applicable)

The trustees may borrow funds from any commercial lender subject to their agreement. Please provide the following details for your selected lender:-

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Post Code"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>

If the property is being purchased collectively by a group of SSAS's then each SSAS must take out a separate loan agreement. Please refer to the Property Notes for further details.

### 12 Loan Details

Members' name				
Amount				
Term of loan				
Monthly repayment				

Please provide us with a copy of the letter(s) when available.

### 13 Surveyor's Details

In order for us to proceed with the property purchase we will require a valuation and report addressed to the trustees of your SSAS, prepared by a chartered surveyor

Please provide the following information in respect of the chartered surveyor acting on behalf of the SSAS trustees. You should liaise with the lender (if applicable) to confirm they are happy to rely on the report provided for the SSAS trustees. Alternatively, please advise if you are happy for the trustees to use the services of the firm appointed by the lender.

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Post Code"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>

Further details are included in the Property Notes.

### 14 Property Management

We insist that you appoint a property manager who will be responsible for the day-to-day management of the property. This may be you, as the SSAS member. In some circumstances, we may require the trustees to appoint a recognised property management company to collect rents on the trustees' behalf and to ensure that the terms of the lease are being adhered to. We will let you know if this is the case.

Name/Contact	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Post Code"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>

Further details are included in the Property Notes.

## 15 Declaration

I confirm that I have read, understood and agree to abide by the terms and conditions set out in the Property Notes and that the information supplied in this questionnaire is correct to the best of my knowledge and belief.

I will pass a copy of this form and the Property Notes to the other member trustees (if applicable) and ensure they are aware of the requirements set out in these documents.

Signature

Date

Name

Capacity

Please send this form to:

Momentum SSAS Trustees Limited  
Stafford Court  
145 Washway Road  
Sale  
M33 7PE

Tel: 0161 972 2840

Fax: 0161 972 2841

## 16 Regulatory

Momentum SSAS Trustees Limited is a subsidiary of Momentum Pensions Limited. Momentum Pensions Limited detailed below is authorised and regulated by the Financial Services Authority. The company is registered in England and Wales at Stafford Court, 145 Washway Road, Sale M33 7PE.

Telephone: 0161 972 2840. Fax: 0161 972 2841. Website: [www.momentumpensions.co.uk](http://www.momentumpensions.co.uk)

**Company**  
Momentum Pensions Limited

**Company Number**  
3683070

**VAT Number**  
916 7956 78