



1 Introduction

This questionnaire should be completed for each property that is to be purchased/transferred. If more than one member is purchasing the property the additional members should complete Appendix 1. Please note that making a false declaration on this application can have serious consequences.

Please also refer to our Full SIPP Fee Schedule for details of the fees that apply to property transactions. This can be downloaded from our website here: <https://www.yorsipp.com/documents>. Direct investment in property is only available under our Full SIPP.

Important! Please complete this form in full and with assistance from your Financial Adviser.

2 Member Information

Member Name	Title	Forename(s)	Surname
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Member Number	
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Please indicate here if this is to be a Group Purchase Yes No

Does the property form part of an in-specie transfer? Yes No

3 Property Information

Property Address	
	Postcode

Type of Property	
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Title Number(s)	
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Is the property being purchased from a connected party? Yes No

Does the property contain residential accommodation? Yes No

Has the property been registered at Land Registry? Yes No

Is the property Freehold or Leasehold? Freehold Leasehold

If Leasehold, please state the remaining term years

Annual ground rent (if applicable) £

Is the property to be jointly owned? Yes No

If yes please provide details of the joint owners:

Is there any refurbishment or development work to be carried out? Yes No

If yes please provide details at section 9

Is the property adjacent to property owned by a connected party? Yes No

Important Information - Energy Performance Certificate (EPC)

Legislation applicable to Scotland, England and Wales, to drive improved energy efficiency has set dates by which certain commercial properties will be required to achieve a minimum Energy Performance Certificate (EPC) rating.

Properties with an 'F' or 'G' EPC rating will be required to undergo a programme of improvements. It may be prudent to discuss the EPC rating with your professional advisers prior to committing to a purchase.

You can find further details on the following websites. For properties in Scotland visit:
<http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/S63>

For properties in England and Wales visit:
www.gov.uk/government/consultations/private-rented-sector-energy-efficiency-regulations-non

Is there an EPC available (if yes, please provide a copy to Yorsipp)?	Yes	No
Is there an EPC improvement plan in place (if yes, please provide a copy to Yorsipp)?	Yes	No
Is there an Asbestos Record/Report available (If yes, please provide a copy to Yorsipp)	Yes	No
Are you aware of any disputes or legal actions of any kind which might affect the property (if yes, please give details)	Yes	No

What is the use of the adjacent land?

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Is the adjacent land owned by the member or a connected party?	Yes	No
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What is the proposed use of the property?

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Does the property include commonly owned areas e.g. roofs, staircases, entrances etc?	Yes	No
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4 Purchase Information

Purchase Price	£	VAT	£
Development Costs	£	VAT	£

Is the property currently VAT elected? Yes No

Are the Trustees to Opt to Tax the property? Yes No

Is the purchase to be treated as a transfer of a going concern (TOGC)? Yes No

Please note the property must be VAT elected for a TOGC to take place.

Where you are instructing Yosipp to Opt to Tax the property, you should make sure you have read and understood the relevant chapters in VAT Notice 742a – Opting to Tax Land and Buildings. Where you are instructing the transactions to be treated as a TOGC, you should make sure the necessary conditions are satisfied. If you are in any doubt, please seek specialised advice.

Where this is a joint purchase with a 3rd party or is a part purchase by the SIPP, please provide the name, address and telephone number / email address of the 3rd party's solicitor.

Solicitor Name		
Address		
	Postcode	
Contact Name	Tel No	
Email Address		

5 Funding Information

Source of Funds	Amount	Proportion of property
1	£	%
2	£	%
3	£	%
4	£	%
5	£	%

Please provide brief details relating to contributions, disinvestments or transfers-in below. In addition, the rental income must be at least 125% of the total outgoings, please confirm that this is the case or otherwise below.

6 Borrowing Information

Lender Name			
Lender Address			
	Postcode		
Contact Name		Tel No	
Email Address			
Loan Amount	£	Term	years
Interest Rate		<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	

Lender's Solicitor

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

7 Lease Information

Is the tenant a connected party? Yes No

Existing Lease

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			
Lease Start Date		Term	years
Current Annual Rent		Payment Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
Is this lease to remain after the purchase?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Important! Any lease must be amended to incorporate our standard limitation of liability. You must check that this will be acceptable to all parties involved in this transaction as the purchase cannot proceed without it.

Vacant possession - if applicable

Is the property currently vacant Yes No

How long has the property been vacant? years months

Are there any plans to future occupy? Yes No

Please provide details of any security measures in place, including alarm system details.

New Lease

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			
Lease Start Date		Term	years
Annual Rent	£ <input type="text"/>	Payment Frequency	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly

Tenant's Solicitor

Company Name		
Address		
	Postcode	
Contact Name	Tel No	
Email Address		

8 Professional Appointments

Solicitor

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

Surveyor

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

Important! Please note that valuations must be dated within six months of the completion date

Financial Adviser

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

Do you wish your Financial Adviser to receive remuneration for this transaction? Yes No

Amount or Percentage of purchase price %

Vendor

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

Vendor's Solicitor

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

Sales Agent

Company Name			
Address			
	Postcode		
Contact Name		Tel No	
Email Address			

9 Development/Project Management

Development/Refurbishment Information

Company Name			
Address			
			Postcode
Contact Name		Tel No	
Email Address			

10 Property Manager

Company Name			
Address			
			Postcode
Contact Name		Tel No	
Email Address			

If you wish to act as the Property Manager please refer to Yorsipp Ltd for approval.

11 Additional Information

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12 Member Declaration

I/We confirm that I/we have have discussed with my/our Financial Adviser, and understand the following:

I/We confirm that I/we wish to purchase the property as an investment in my pension scheme.

Yorsipp (Trustees) Ltd will instruct the aforementioned firms, individuals and companies in connection with the property purchase. I/we understand that Yorsipp do not have responsibility for the performance of the said companies.

All instructions to the aforementioned firms must be instructed by Yorsipp (Trustees) Ltd and that I/we cannot make a binding agreement or contract on behalf of Yorsipp.

I/We understand that providing incorrect information, or failure to disclose information that may be relevant to the purchase may lead to delays or the possibility of the transaction not proceeding. Where it is contrary to current legislation this may lead to tax penalties.

Yorsipp shall have no personal liabilities under any covenants, obligations on its part contained in any documentation, whether express or implied, relating to the property. The liabilities of Yorsipp shall be limited to the extent of the assets for the time being held under the pension arrangements of the member signing this application under the scheme.

I/We undertake not to make any claim against Yorsipp in respect of any defect in title, state, or condition of the property and/or resulting from the management, repair, refurbishment, development, value marketability of the property, or otherwise.

I/We confirm where the property purchase is on behalf of more than one member that Yorsipp may disclose information relating to the property to all members and their agents.

Where the purchase is on behalf of more than one member the nominated member for contact is:

All correspondence will be sent by email, where appropriate, please provide a contact email address:

It is the responsibility of the nominated member to inform all group members of information provided.

The nominated member will also be the contact for all post purchase correspondence, unless notified to us in writing and agreed by all group members.

If a syndicate agreement or other multi-member agreement is entered into, it is the members' responsibility to ensure it is suitable for their needs.

I/We the member(s) give authority for you to provide copies of the property account and all relevant information to any of the participating members.

I/We confirm the nominated member may give instructions on behalf of the group regarding all matters including bank borrowing, lease agreements etc.

I/We understand that if the property purchase does not proceed for any reason, an Aborted Purchase fee will be charged. This may include where Yorsipp decides not to permit the investment, for any reason that becomes known once work has commenced on the assessment/ administration of the purchase. Please see our SIPP Fee Schedule for the current Aborted Purchase fee:
<https://www.yorsipp.com/documents>

Signature

Date

Appendix 1

Member Name

Title	Forename(s)	Surname
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Member Reference

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Signature

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Member Name

Title	Forename(s)	Surname
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Member Reference

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Signature

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Member Name

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Member Reference

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Signature

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Member Name

Title	Forename(s)	Surname
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Member Reference

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Signature

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YORSIPP

Insurance Policy Declaration

For use when selecting own insurer for purposes of insuring property held by Yorsipp (Trustees) Limited under the SIPP Member Number(s) noted below. Please note, we are unable to accept a combined buildings and contents policy as we require the buildings policy to be in the name of Yorsipp (Trustees) Limited. The contents policy would normally be in the name of the tenant but check this with your insurer before proceeding.

Please complete a separate declaration for each property held if applicable.

Member Name(s)	Title	Forename(s)	Surname
	Title	Forename(s)	Surname
	Title	Forename(s)	Surname

Member Number(s)

Property Address

Postcode

Name of Insurer Policy Number

I confirm that the information listed below can be found in the insurance policy as follows:

		Where is this confirmed in the policy? for example Page x, Section y, Clause z
1	Policy is in the name of Yorsipp (Trustees) Limited	
2	Reinstatement value is adequate and accordance with the latest property valuation (please provide a copy of the latest valuation if not already provided)	
3	Policy contains 36 months loss of rent cover	
4	Policy includes public liability insurance of at least £5 million	

If any part of your insurance policy does not cover the above please contact us immediately.

Signature

Date

The information in the policy will be verified by Yorsipp (Trustees) Limited and where we feel the cover is not adequate or does not meet our requirements we will contact you. A charge will apply for the work involved in reviewing the policy. Please refer to our SIPP fee schedule for the current charge: <https://www.yorsipp.com/documents>
All fees are subject to VAT.



YORSIPP

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- E** info@yorsipp.com
- W** www.yorsipp.com

Yorsipp is a trading style of Yorsipp Limited (05743279) and its subsidiaries Astute Pension Trustees Limited (08696449) and Primetime Trustees Limited (09716098) along with its associated company Yorsipp (Trustees) Limited (04242849), all registered at c/o Calvert Dawson Limited, 288 Oxford Road, Gomersal, Cleckheaton BD19 4PY.

Yorsipp Limited is authorised and regulated by the Financial Conduct Authority (464198).

All calls are recorded for quality, monitoring, training and fact verification purposes.