

Commercial Property Questionnaire

The purpose of this document is to provide all the relevant information for the purchase or transfer of a commercial property and to ensure the property can be held in principle within a SIPP or SSAS with Dentons. Please complete this form as fully as possible.

| | |
|---|--|
| Client name | <input type="text"/> |
| Address | <input type="text"/> |
| Client email address | <input type="text"/> |
| Are you an existing Dentons' client? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please state your Pension Scheme number or name (If known) | <input type="text"/> |
| Your commercial property details | |
| Full property name | <input type="text"/> |
| Full property address | <input type="text"/> |
| Full property description (e.g. two-storey office with ground floor storeroom) | <input type="text"/> |
| Please describe in full any element of the property which could be deemed residential, e.g. flat above a shop? | <input type="text"/> |
| Is the property mixed use of residential and commercial? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, are you planning to split the title to separate residential from commercial so that the commercial part only is owned by the pension arrangement? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, does the residential element have its own separate entrance? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you purchasing land only (e.g. for development / agricultural)? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, does the land adjoin land owned by you or a connected person? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, is the land currently separately titled? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are the boundaries clearly defined? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please note:
If you are transferring funds to a Dentons SIPP in order to facilitate a property purchase, you will not be able to exchange contracts on the property until after the 30-day transfer cancellation period. This period will begin when we issue a transfer cancellation notice to you.

Please note:
We do not accept overseas property and different rules apply to Scottish property; please contact us for more information.

Please note:
If you answered Yes to any of the above land questions, please attach a line drawing or Ordnance Survey map showing the land boundaries and access points. We cannot assess acceptability of land without one of these.

The property

Is the property freehold or leasehold?

Freehold Leasehold

If leasehold, what is the unexpired term of the leasehold interest?

Years

Expected Exchange date

Expected Completion date

Is the intention to purchase the property at auction?

Yes No

If Yes, you must supply us with the legal pack for our consideration.

Does the property purchase include any 'tangible moveable' objects such as desks, beds, kitchen equipment, etc or large items such as wind turbines or cranes?

Yes No

If Yes, the SIPP or SSAS cannot acquire any of these objects.

Is the property a new build? For example, is the property under construction, purchased from a developer or at pre-construction stage?

Yes No

If Yes, at what stage is the property at?

Please note:

The time taken to complete a property purchase will depend on the complexity of the arrangement but a minimum of 6-8 weeks should be allowed.

Please note:

Your SIPP or SSAS must be established and funds cleared before you can bid at auction on behalf of the pension scheme.

Please note:

If the Dentons SIPP is to receive transferred funds from another pension there is a mandatory 30 day transfer cancellation period during which time the funds will not be available for property purchased at auction.

Vendor's details (not required for in-specie transfers)

Vendor name

Address

Is the vendor a connected party?

Yes No

If Yes, we will need an open market capital valuation of the property. This must be carried out by a Fellow of the Royal Institution of Chartered Surveyors (FRICS) or a Member of RICS (MRICS) who is a Registered Valuer.

Please note:

It is essential that this section is completed.

VAT registration

Is the property VAT registered?

Yes No

If No, please move to the next section.

If Yes, please provide the following details. Please note: a copy of the HMRC certificate will be required in due course if the transaction progresses.

Will the transaction qualify as a Transfer of Going Concern (TOGC)?

Yes No

If Yes, please provide the current VAT registration number of the party/parties who are selling/transferring the property.

Are you, or have you been, involved in running any VAT Registered business?

Yes No

If Yes, please supply details including the business name, VAT registration number and your role (e.g. Partner, Sole proprietor, Director) and if the business is still trading.

Please note:

The effective date of the valuation must be no more than three months earlier than the date of completion, otherwise an updated valuation will be required.

Funding of the property

It is important that you take into account all likely costs when considering property as an investment and it will be necessary to ensure sufficient funds are in place to complete the transaction.

Is this property transferring from an existing pension scheme as an in-specie (bricks and mortar) transfer?

Yes No

If Yes, who owns the property currently?

Does the proposed property have an existing mortgage/outstanding Legal Charge?

Yes No

If Yes, please provide details

Please note: the following information is NOT required for in-specie transfers.

What are the anticipated costs of the property purchase?

| | |
|------------------------------------|------------------------|
| Anticipated purchase price | £ <input type="text"/> |
| Estimated stamp duty (SDLT)/(LBTT) | £ <input type="text"/> |
| Estimated solicitors fees | £ <input type="text"/> |
| Estimated VAT | £ <input type="text"/> |
| Estimated other costs | £ <input type="text"/> |
| Estimated total cost | £ <input type="text"/> |

How will the property purchase (including costs) be funded?

If buying with additional parties please complete page 9 of this questionnaire.

| | |
|--|------------------------|
| Cash contributions | £ <input type="text"/> |
| Pension transfer(s) from other pension scheme(s) | £ <input type="text"/> |
| Funds from existing Dentons' SIPP/SSAS | £ <input type="text"/> |
| SIPP/SSAS borrowing - see Lender's details on page 6 | £ <input type="text"/> |
| Other borrowing | £ <input type="text"/> |
| Total | £ <input type="text"/> |
| Excess cash remaining | £ <input type="text"/> |

Please note:

All fees in respect of the property investment should be paid from the pension scheme as they are a direct cost of the pension scheme investment strategy.

Please note:

If VAT is applicable on the property purchase you must allow for this within your total estimated cost. It may be possible for the SIPP or SSAS to elect to reclaim the VAT but this could take a number of weeks.

Please note:

When calculating funding for the purchase, please be aware that due to the illiquid nature of commercial property investment we will require further funds to be held in the pension scheme, either as cash or other liquid/tradable assets, in the event that funds are required to meet liabilities.

Existing lease

Is the property subject to an existing occupational lease?

Yes No

If there is more than one lease, please provide details for each additional occupational lease on a separate sheet.

Name of tenant

Is the tenant connected or associated with you in any way?

Yes No

If Yes, what is their connection?

What is the nature of the tenant's business?

Start date of lease

Expiry date of lease

Current rent (per annum) £

Next rent review date

When was the last rent review conducted?

Is a copy of the lease attached? Please provide a copy where possible.

Yes No

New occupational lease

Is a new lease to be put in place?

Yes No

Is there an intention to sub-let the property?

Yes No

If Yes, please provide details of the parties that will be sub-tenants

Please provide below details of the main tenants

Name of tenants

Is the lease to be granted to a tenant who is connected or associated with you in any way?

Yes No

If Yes, please provide details of their connection, e.g. family member, business associate

What is the nature of the main tenant's business?

Start date of lease

Expiry date of lease

Proposed rent (per annum) £

Rent review periods

Please note:

Leases will need to be drafted by a solicitor.

Please note:

This is the legal entity who will be paying the rent.

Please note:

If leasing to a connected party, we will need an open market rental valuation of the property. This must be carried out by a Fellow of the Royal Institution of Chartered Surveyors (FRICS) or a Member of RICS (MRICS) who is a Registered Valuer. The effective date of the valuation must be no more than three months earlier than the start date of the lease otherwise a new updated valuation will be required.

Lease - Due diligence

For connected party tenants: Please provide financial evidence that the incoming tenant company is financially viable and will be able to meet the terms of the lease in full.

For unconnected party tenants: Please confirm that you have carried out an appropriate level of due diligence and are satisfied that the tenant company is financially viable and will be able to meet to the terms of the lease in full.

Yes No

Please note:

This can be in the form of financial accounts for the company/companies.

Please note:

You can find a definition of "connected persons" on page 10 of our Commercial Property Guide.

Environmental risk

Are there any environmental issues with the proposed property that you are aware of?

Yes No

If Yes, please provide details

Do you have an asbestos survey or management plan for the control of asbestos?

Yes No

If Yes, please provide details

Is the property subject to an Energy Performance Certificate (EPC)?

Yes No

Please provide details. If No, please explain why not. If Yes, please provide a copy of the certificate.

Does the property include solar panels?

Yes No

If Yes, are the panels an integral part of the building?

Yes No

Does the property include a mezzanine floor?

Yes No

If Yes, is the mezzanine floor an integral part of the building?

Yes No

If Yes, to either solar panels or a mezzanine floor, please provide further details as well as a copy of the property plans and photographic evidence.

Please note:

We will also carry out an environmental search.

Please note:

All properties are subject to the Control of Asbestos Regulations 2012.

Please note:

From 1 April 2023 new rules apply on energy efficient standards which could affect the sale and ability to rent a commercial property.

Please note:

"integral" means that the solar panels and/or mezzanine floor cannot be removed from the property without damaging the fabric of the surrounding sections of the building..

Listed buildings

Is the property a listed building?
If Yes, we will require a building survey to be carried out and provided to Dentons.

Yes No

Please note:

Please be aware that a building survey must be carried out prior to completion and a copy provided to Dentons.

Post completion

Will any remedial work need to be carried out to the property?

Yes No

Please note:

For joint property purchases, the net amount that can be paid for any remedial work from the SIPP/SSAS is limited to the recorded % of the plan ownership.

If Yes, please provide the following details. If No, please move to the next section.

Please describe the work/ refurbishment that will be required

How much is the work likely to cost?

£

Who will fund the cost of the work? Please provide details.

Lender's details

Is borrowing required to purchase the property?

Yes No

Please note:

It is a requirement of HM Revenue & Customs that a pension scheme borrows no more than 50% of the net value of the pension scheme minus any existing scheme borrowing.

If Yes, please provide the following details. If No, please move to the next section.

Lender name

Lender address

Lender telephone number

Contact email address

Please note:

If you will be borrowing funds to purchase a property, it will be necessary for the loan to be arranged before exchange of contracts.

Commercial Property Management Duties

Dentons Pensions will carry out the following duties as part of the SIPP/SSAS administration process unless alternative arrangements are confirmed.

- > Invoicing rents and chasing payment in accordance with the lease.
- > Collection of rent and other income
- > Ensuring the property is adequately insured (which will normally be by Dentons' block policy) and, if applicable, public liability insurance is in place (this is the responsibility of the landlord).
- > Completing VAT returns, if applicable
- > Ensuring rent reviews and renewal of leases are carried out
- > Payment of expenses (on behalf of the landlord) Please note: these need to have been approved by Dentons in advance.

Adviser details (if applicable)

Adviser name

Company name

Contact email address

Contact telephone number

Solicitor's details (if known)

Please provide below details of the solicitor that you intend to appoint to act for the Trustees.

Solicitor contact name

Solicitor company name

Solicitor address

Solicitor company
telephone number

Contact email address

Or alternatively, would you like
us to obtain a quote for you?

Yes No

Risk warning

Please provide reasons why
you believe this property is
a good investment?

What are the reasons/
objectives for the investment
to be made/held?

Do you understand the full
nature of the investment?

Yes No

Do you have sufficient
capacity for loss in the event
of a catastrophic failure of
an investment?

Yes No

Declaration

I understand that as commercial property is an illiquid asset and the value can go down as well as up, it may take time to realise its value. I understand that this could be an issue particularly when I wish to take benefits.

I understand that all charges in respect of the property investment should be paid from the pension scheme as they are a direct cost of the pension scheme investment strategy.

I understand that Dentons will arrange for the property to be insured under a block policy arrangement and that there are only very limited circumstances where use of the block policy will not be mandatory.

I confirm that I understand the risks I am taking in purchasing commercial property through my self invested pension and if not, I will take financial advice before proceeding with the purchase.

I understand that if I am transferring funds to a Dentons SIPP in order to facilitate a property purchase I will not be able to exchange contracts on the property until after the 30 day transfer cancellation period. I understand that this period does not begin until Dentons have requested the transfer from my existing scheme.

I understand that if I am establishing a SSAS, I will be unable to purchase the commercial property until the SSAS has been accepted and registered with HMRC, which can take many months.

I confirm that any risks or adverse factors raised by the solicitor during the conveyancing process will be carefully considered, and acted upon where appropriate, before committing to the purchase.

I confirm that I have inspected the property and have read all the relevant marketing material in respect of the property.

I confirm that all the details provided on this form are true, to the best of my knowledge and belief.

All parties to the transaction must sign.

| | |
|----------------------|----------------------|
| Name | Date (DD/MM/YYYY) |
| <input type="text"/> | <input type="text"/> |

Signed

| | |
|----------------------|----------------------|
| Name | Date (DD/MM/YYYY) |
| <input type="text"/> | <input type="text"/> |

Signed

| | |
|----------------------|----------------------|
| Name | Date (DD/MM/YYYY) |
| <input type="text"/> | <input type="text"/> |

Signed

Joint property purchases

This section should only be completed for commercial property purchases of two parties or more.

Additional party 1

| | |
|--|------------------------|
| Full name/Company name/Other scheme name | <input type="text"/> |
| Address | <input type="text"/> |
| Cash contributions | £ <input type="text"/> |
| Pension transfer(s) from other pension scheme(s) | £ <input type="text"/> |
| Funds from existing Dentons' SIPP/SSAS | £ <input type="text"/> |
| SIPP/SSAS borrowing | £ <input type="text"/> |
| Other borrowing | £ <input type="text"/> |
| Total | £ <input type="text"/> |

Additional party 2

| | |
|--|------------------------|
| Full name/Company name/Other scheme name | <input type="text"/> |
| Address | <input type="text"/> |
| Cash contributions | £ <input type="text"/> |
| Pension transfer(s) from other pension scheme(s) | £ <input type="text"/> |
| Funds from existing Dentons' SIPP/SSAS | £ <input type="text"/> |
| SIPP/SSAS borrowing | £ <input type="text"/> |
| Other borrowing | £ <input type="text"/> |
| Total | £ <input type="text"/> |

Please note:
When calculating funding for the purchase, please be aware that due to the illiquid nature of commercial property investment we will require further funds to be held in the pension scheme, either as cash or other liquid/tradeable assets, in the event that funds are required to meet liabilities.



Dentons Pension Management Limited
Sutton House, Weyside Park,
Catteshall Lane, Godalming
Surrey GU7 1XE

T 01483 521 521
F 01483 521 515
E enquiries@dentonspensions.co.uk
W www.dentonspensions.co.uk

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Dentons Pension Management Limited is authorised and regulated by the Financial Conduct Authority, register number 461094.

VAT number for Dentons Pension Management Limited is 863 1639 14.
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