CURTIS BANKS

PROPERTY FORM

Focused pension administration, by Curtis Banks

August 2026

This document is part of a set,
all of which should be read together:

- Terms and Conditions
- Schedule of Fees
- Schedule of Allowable Investments
- Privacy Information Notice

- Key Features
- Property Guide
- **Property Form**
- Panel of Property Professionals
- Property Insurance Notes (where applicable)
- Group Investment Agreement (where applicable)

Your future, our focus.

curtisbanks.co.uk

Only one Property Form per property is required. In addition, a separate Your Future SIPP application form is required for each client if they do not already have a SIPP with Curtis Banks.

Please contact your adviser for an application form.

Please use this form if you want:

- Curtis Banks to acquire property as an investment for your SIPP; or
- to transfer property which is already an asset of a pension scheme held by another pension provider to your SIPP with Curtis Banks.

All clients who use their SIPP to purchase the property must sign the form.

This is a legally binding document between you and Curtis Banks. If you have any queries please contact your adviser. Please complete this form using black ink and block capitals.

Once our client(s) has (have) a SIPP with Curtis Banks, for which property is an allowable investment and the Property Form is complete, please send a scanned copy of the form to buyingproperty@curtisbanks.co.uk, which will allow our Property Acquisition team to begin the process. An original copy with a 'wet signature' will need to follow to 153 Princes Street, Ipswich, Suffolk, IP1 1QJ, prior to exchange or completion. Alternatively, a copy of the form can be uploaded onto the secure portal.

Please check that all required sections have been completed. Incomplete forms may cause delays for which we cannot be held responsible. We will contact the **lead member** if we require any additional information or we cannot proceed with the investment.

Any technical terms are highlighted in bold and explained in section 9 - Terms explained.

Contents

Section	Page
1 Accessing our services	3
2 Details of client(s)	3
3 Property information	5
4 Lease information	8
5 Details of acquisition	9
6 Sources of funds	9
7 Professionals	11
8 Seller/transferor	12
9 Terms explained	14
10 Declaration, details of ownership and signature(s)	14

1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

☐ I agree to my information being processed by Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

Please refer to our Group Privacy Notice, should you require further guidance on how we collect use and protect your personal information.This can be found at **www.nucleusfinancial.com/privacy-notice** or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SIPP Support Team on 0370 414 7000 or sippsupportteam@curtisbanks.co.uk.

2 Details of client(s)

This section is for completion by all clients who wish to invest. Joint investors should nominate a **lead member** to be our point of contact (and whose details should be the first to be entered in this section). We will be entitled to deal with that individual on all matters relating to the acquisition of the property and its subsequent management, including disclosure (where required) of individual client cash balances.

In connection with this property, do you wish us to liaise with your adviser or directly with you?

☐ **My adviser** Please proceed to section 2.1

☐ **Me** Please proceed to section 2.2

2.1 Adviser's details

Title Mr/Mrs/Miss/Ms/Other

Full name

Adviser Firm

Telephone numbers **Office** **Mobile**

Email address

2.2 Clients' personal details

If there are more than 5 clients, please use photocopies of page 4 and attach to this form.
This first client will be the lead member.

1

Title Mr/Mrs/Miss/Ms/Other

Full name

Plan number(s)

Date of birth Day/Month/Year

Telephone numbers **Home** **Work** **Mobile**

Email address

2.2 Clients' personal details (continued)

2

Title Mr/Mrs/Miss/Ms/Other

Full name

Plan number(s)

Date of birth Day/Month/Year

Telephone numbers

Home

Work

Mobile

Email address

3

Title Mr/Mrs/Miss/Ms/Other

Full name

Plan number(s)

Date of birth Day/Month/Year

Telephone numbers

Home

Work

Mobile

Email address

4

Title Mr/Mrs/Miss/Ms/Other

Full name

Plan number(s)

Date of birth Day/Month/Year

Telephone numbers

Home

Work

Mobile

Email address

5

Title Mr/Mrs/Miss/Ms/Other

Full name

Plan number(s)

Date of birth Day/Month/Year

Telephone numbers

Home

Work

Mobile

Email address

3 Property information

3.1 Property details

Address of the property (the property)

Postcode (This must be provided)

Description and use of the property (e.g. warehouse for book storage, solicitors' offices, etc.)

Please give details below of exactly what all parts of the property are currently being used for.

Is the property land? ☐ **Yes** ☐ **No** If Yes, please give details below.

Land area acres / hectares

Are there any outbuildings? ☐ **Yes** ☐ **No** If Yes, please give details below.

Does the property include living accommodation? ☐ **Yes** ☐ **No** If Yes, please give details below.

Is the property capable of being multi-occupied? ☐ **Yes** ☐ **No**

If Yes, are there any:

Common parts? (for example, forecourt, staircase, kitchen, toilets)

☐ **Yes** ☐ **No** If Yes, please give details below.

If there are common areas that are not the responsibility of a tenant, an external property manager will need to be appointed to manage these areas.

Common services? (for example, heating or air conditioning, lifts, sprinklers)

☐ **Yes** ☐ **No** If Yes, please give details below.

3.1 Property details (continued)

Disputes, Legal Actions or Onerous Property Features

Are you aware of any disputes or of any circumstances which might lead to any such disputes? Are you aware of any action, actual or impending, which might be taken with respect to the property by the local authority, any other public authority or any third party? Have you any cause to think that the property may be contaminated in any way? Is there any invasive species such as Japanese Knotweed on or near the property?

☐ **Yes** ☐ **No** If Yes, please give details below.

Energy performance certificate

Current Energy Performance Certificate (EPC) rating ☐ or property exempt ☐ **Yes**

From 1 April 2023, a new tenancy agreement to a new or existing tenant cannot normally be granted where the EPC rating is F or G. An energy upgrade programme and / or a cash float acceptable to Curtis Banks may be required.

If you believe the property is exempt, please confirm the exemption below and provide evidence of this from an appropriate regulated professional.

Inspections

Has the property been inspected pursuant to the Control of Asbestos Regulations 2012? (we will require an Asbestos Survey unless we are advised this is not required).

☐ **Copy attached** ☐ **Copy to follow** ☐ **Copy not required** **(we will need advice confirming why the asbestos survey is not required)**

Adjoining properties

Does the property directly adjoin any property already owned by you or a **connected party**?

☐ **Yes** ☐ **No** If Yes, please give details below, i.e. please confirm there is separate access.

High Risk Building

Is the property a High Risk Building (as defined by the Building Safety Act (2022) - i.e. is at least 18 metres high or is a minimum of seven storeys and in either case contains at least two residential units)?

☐ **Yes** ☐ **No**

Do any unusual provisions apply? (eg. options, overages or rights, etc.)

☐ **Yes** ☐ **No** If Yes, please give details below.

Is the property listed?

☐ **Yes** ☐ **No** If Yes, we will require a formal Reinstatement Cost Assessment (RCA) to be commissioned. Please refer to Section 7.4.

Are composite panels used in the construction of the building?

☐ **Yes** ☐ **No** If Yes, we may require additional information/surveys as part of the acquisition.

Has the property been registered at the Land Registry?

☐ **Yes** ☐ **No** ☐ **Not known** If Yes, please give details below.

Title Number

3.1 Property details (continued)

Type of ownership of the property ☐ **Freehold** ☐ **Commonhold** ☐ **Leasehold** If leasehold please give details below. We can only accept leases with a term of at least 60 years.

Ground rent £ **per annum** **Outstanding term of lease** **years**

Term commencement date of long lease

Service charge payable? ☐ **Yes** ☐ **No**

If yes, the sum (if known) £

Name of freehold owner or agent of freeholder

Contact (if appropriate)

Address

Telephone **Fax**

Email address

Type of acquisition ☐ **Property purchase,** proposed date of exchange of contracts

☐ **Transfer of property from another pension scheme**

Site plan Do you have a site plan readily available?

☐ **Yes, attached** ☐ **Yes, to follow** ☐ **No.** Curtis Banks will request a copy from your solicitor

Development works Do you intend to carry out any development works to the property following completion?

☐ **Yes** ☐ **No** If yes, please give details below.

Will the tenant(s) meet the cost of the building works?

☐ **Yes** ☐ **No** If yes, please provide us with details of the proposed works. If no, please complete the section below.

Please note: Purchasing a property into a SIPP is intended to be a long term investment. Where a property is purchased with the intention of developing and then quickly disposing of for profit, there is a risk that HMRC may deem this trading and apply a tax charge accordingly. It is recommended you consult a financial adviser or tax specialist if you have any concerns around potential trading.

I do not intend to use the Property for trading purposes: ☐

Name of building contractor

Is the contractor a connected party? ☐ **Yes** ☐ **No** If yes, please give details below.

What is the value of the works £

Estimated property value after completion of the works £

What is the proposed timescale for completion of the works?

4 Lease information

This section is for details of the occupant or proposed occupant.

The acquisition of vacant property is not permitted unless the property is land intended for development or there is a formal agreement for lease in place on completion.

4.1 Details of lease

Will the existing lease continue after completion? ☐ Yes ☐ No

Will a new lease need to be drawn up upon completion of the acquisition? ☐ Yes ☐ No

4.2 Details of tenant/proposed tenant

For a multi-occupied property, please provide details in respect of additional tenants on a separate sheet.

Full name

Use to which the tenant puts,or intends to put, the premises, what is being stored and any processes being undertaken at the property (e.g. woodworking, manufacturing, use of heat etc.)

Address

Contact name **Contact number**

Email address

Rent/proposed rent £ per annum **Term remaining/proposed term**

Is the tenant a connected party? ☐ Yes ☐ No

If Yes, please give details of connection below.

Is the tenant exempt or partially exempt from VAT? ☐ Yes ☐ No ☐ Not known

If the tenant is partially exempt from VAT, what is the tenant's partial redemption reclamation percentage? %

Are there any rent arrears? ☐ Yes ☐ No If Yes, please give details of how these are being dealt with

5 Details of acquisition

5.1 If property purchase

What is the total purchase price, not including VAT? £

Is the property VAT elected? ☐ Yes ☐ No

Is there an intention to proceed as a TOGC? If so, we will require advice from an appropriate regulated professional (e.g. solicitor or accountant) ☐ Yes ☐ No

5.2 If property transfer from another pension scheme

Transfer value of the property £

Is the property currently elected for VAT? ☐ Yes ☐ No

Is a full valuation report, no more than 5 years old, available? ☐ Yes ☐ No If yes, report is enclosed ☐ to follow ☐

6 Sources of funds

This section is for details of property purchase, property development and transfers of property from other pension schemes. It tells us how you propose to finance the acquisition.

The sources of funds include lending, transfer values from other pension schemes, contributions to your SIPP, and existing SIPP funds.

You will be required to make a minimum of £3,000 available prior to any instructions being issued for a new property acquisition. Where the purchase is an in-specie transfer or where there are potential tax consequences and contribution restrictions or potential impacts on Lump Sum Allowance / Lump Sum and Death Benefit Allowance protection, we may be able to consider an alternative approach.We recommend you consult an adviser if you have any queries regarding this.

6.1 If property purchase

Funds for the purchase These can be assembled from the following:

Transfers £

Contributions £

Existing SIPP funds £

Subtotal £

Less current approximate SIPP borrowings £

Current net fund value £

Borrowing is limited to 50% of the net value of your SIPP fund (less any existing borrowing) at the point of purchase or borrowing for building works.

Please note that VAT, if payable, must be accommodated within this limit.

Do you need to borrow funds? ☐ Yes ☐ No If Yes, please give details below. Otherwise go on to section 7.

6.1 If property purchase (continued)

Amount of loan required

Towards property purchase £

To cover building works £

Has any lender made an indicative offer? ☐ Yes ☐ No

If Yes:

☐ Copy attached ☐ Copy to follow

Please also complete the lender's details in section 6.3.

6.2 If property transfer from another pension scheme

Is an outstanding loan attached to the property? ☐ Yes ☐ No If Yes, please give details below. Otherwise go on to section 7.

Amount outstanding £

Are you expecting to transfer the property subject to this loan? ☐ Yes ☐ No If Yes, have you spoken with the lender? ☐ Yes ☐ No

Please also complete the existing or proposed lender's details in section 6.3.

6.3 Details of lender

Name of lender

Contact name

Address

Telephone Fax

Email address

7 Professionals

This section is for details of your preferred professionals.

7.1 Solicitor

To handle the purchase of the property and draft any necessary legal documentation.

We require you to choose a solicitor from our Panel. The Panel of Property Professionals document is available on our website, or contact us or your adviser for a copy.

Please provide details of the chosen firm from our panel. If no details are provided, we will allocate a panel firm on your behalf.

7.2 Valuer

To advise on the purchase/ the terms of any new lease.

If you use bank lending, then it is normal practice for the bank to instruct a valuation on the property; this valuation belongs to the bank. Curtis Banks also requires a valuation of the property as detailed in the Property Guide.

Do you want Curtis Banks to approach the bank to determine if they are willing to provide a copy of the valuation addressed to us?

There may be a charge by the bank for this but it could be less than instructing a second full valuation. Where the bank refuses to share their valuation, we will require a second independent valuation to satisfy pension legislation requirements.

☐ **Yes, please approach the bank** ☐ **No, please instruct a valuation from the firm below**

Will you be using a Curtis Banks panel surveyor?

☐ **Yes.** The Panel of Property Professionals document, to include a schedule of fees is available on our website. Please contact us if you would like to discuss further.

☐ **No.** Please give details below.

Must be an independent valuer registered with the Royal Institution of Chartered Surveyors (RICS).

Firm

Contact

Address

Telephone **Fax**

Email address

7.3 Property manager

To manage the property, if we require a Property Manager.

Must be an RICS registered surveyor or professional property management firm.

Firm

Address

Telephone **Fax**

Email address

7.4 Reinstatement Cost Assessment Surveyor

If the property is listed, or has a declared value over £1million, we will require in all cases a formal Reinstatement Cost Assessment (RCA) to be commissioned. Please give the details of the preferred surveyor below.

Firm				
Contact				
Address				
Telephone			**Fax**	
Email address				

To avoid underinsurance, the insurer recommends a formal RCA is completed at acquisition, to ensure it is appropriately insured at outset, and every three years thereafter. If the property is insured on the block insurance policy and a formal RCA is not obtained at acquisition, the 'Average Clause' will apply in the event of any claim being made. Please see the Property Insurance Notes on our website for further details of the 'Average Clause'.

Please let us know if you wish to instruct a formal RCA. We can share details of a third party provider. If you wish to proceed without obtaining a formal RCA at acquisition, please confirm by ticking the box below:

☐ I consent to proceed without a formal RCA at acquisition and acknowledge that if the property is insured on the block insurance policy, the 'Average Clause' will apply in the event of any claim.

Please be aware, if the property is insured on the block insurance policy, once it has been held in the SIPP for three years we will arrange for an RCA to be instructed at this point and every three years thereafter, via our chosen provider. This is to ensure compliance with the insurance policy. We will contact you in relation to this. Your SIPP will be responsible for the cost of any RCA completed.

8 Seller/transferor

This section is for details of the seller (if a property purchase) or the transferor and their solicitor.

8.1 Details of seller

This section is only applicable if you are purchasing the property. If the property is being transferred in from another pension scheme, please refer to section 8.2 below.

Please indicate below whose details are being given.

☐ **Seller**
in respect of a property purchase. Please provide the seller's details below.

Name				
Address				
Telephone			**Fax**	
Email address				

8.1 Details of seller (continued)

Is the seller(s) connected to you or your syndicated members?

☐ **Yes** If Yes, please give details of connection below.

☐ **No, there is no connection to the seller**

In the event there is no connection between you and the seller, we will require you to confirm that there are no other ongoing associated transactions between you and your syndicated members and the seller(s).

Is there any associated transaction where this acquisition forms part of a larger transaction involving the acquisition of other property, assets or goodwill owned by a connected party?

☐ **Yes** Please give details below. ☐ **No**

8.2 Details of transferor

This section is only applicable if you are transferring the property in from another pension scheme. If you are purchasing the property, please refer to section 8.1 above.

☐ **Transferor**
in respect of a property transfer from another pension scheme

Name

Address

Telephone **Fax**

Email address

8.3 Seller's/transferor's solicitor

Name

Address

Telephone **Fax**

Email address

9 Terms explained

connected party	a connected person as defined in section 993 of the Income Tax Act 2007. This includes amongst others: a. you, your spouse, registered civil partner, children, parents, siblings and other direct descendants and ancestors of you and your spouse or registered civil partner; b. in respect of an investment in property, any syndicated member and their relatives as in a. above; c. a company of which an individual (or individuals) in a. and b. control 20% or more of the shares.
group investment agreement	where a property is held on behalf of more than one client, an agreement between the syndicated members, or the syndicated members and Curtis Banks, setting out each client's ownership share and the process that will be followed should any of the clients wish to sell the property or their share in it.
lead member	the client chosen by the clients to liaise with the syndicated members and to provide all instructions to Curtis Banks in relation to a property. You will be the lead member where you are the sole client.
market value	the price an investment may reasonably be expected to fetch on the open market calculated in accordance with section 272 of the Taxation of Chargeable Gains Act 1992.
property manager	a Royal Institution of Chartered Surveyors (RICS) registered surveyor or professional property management firm who is appointed by Curtis Banks to manage the property.
TOGC	Transfer of Going Concern
taxable property	assets that attract a tax charge if held directly or indirectly (i.e. within certain investments unless covered by specific exemptions) by your SIPP which includes residential property.

10 Declaration, details of ownership and signature(s)

For your own benefit all clients should read carefully the declaration below before signing in section 10.2. If you do not understand any point then please ask your adviser or us for further information.

10.1 Client's declaration

Declaration

- I declare that to the best of my knowledge and belief the statements made in all sections of this Property Form (whether in my handwriting or not) are full and accurate.
- I confirm that I have received a copy of the Property Insurance Notes and acknowledge that these form part of my agreement with Curtis Banks. I acknowledge that unless legal responsibility rests with a third party, Curtis Banks will arrange for the property to be insured on their block insurance policy. Please see the Property Guide for details on the possible price matching service under the block policy.
- I confirm I have received a copy of the Property Guide.
- I understand that Suffolk Life Annuities Limited will proceed to acquire the property (or a partial interest in the property) and acknowledge that title to the property may be held in the name of a joint title holder.
- Where there is more than one client, I confirm that following completion of the property acquisition, I will sign up to a Group Investment Agreement supplied by Curtis Banks.
- I authorise Curtis Banks to instruct the above mentioned solicitor, valuer or lender as may be decided.
- I understand that before acquiring the property, Curtis Banks will arrange an environmental audit from their chosen provider and that during the time my SIPP is invested in the property, Curtis Banks may also arrange an environmental audit from their chosen provider if advised as necessary by a suitably qualified professional and take such action as it sees fit to mitigate an environmental contamination risk which may include the purchase of insurance and that my SIPP's share of any costs and charges will be payable from my SIPP.
- I acknowledge that Curtis Banks does not monitor the property on an ongoing basis. I acknowledge that any responsibility for doing so falls upon me and any other clients and that I will reimburse Curtis Banks to the extent of my share of any liabilities, losses, damages and costs which it may incur, for example, as a result of the property becoming or remaining **taxable property**.
- I agree to be solely responsible for my share of all costs, fees and charges associated with the ongoing administration of the property and these will be payable from my SIPP.
- I agree to be solely responsible for my share of all liabilities, losses, damages and costs which Curtis Banks may incur in holding the property and I agree to reimburse Curtis Banks if they are responsible to pay any such liabilities, losses, damages and costs.
- Where there is more than one client, liability is acknowledged and agreed to be joint and several. This means that I **am jointly** and individually liable for the whole amount.
- I acknowledge that in the event that I do not instruct Curtis Banks to obtain a formal insurance reinstatement value for the property from a suitably qualified professional of my choosing, and one is not provided, any claim may be scaled back by insurers. This means that the actual amount paid out in settlement of a claim could be significantly less than the amount required to reinstate the property.

10.1 Client's declaration (continued)

Waiving of cooling off rights

- By completing this form and requesting you to proceed with the acquisition procedures I acknowledge that my right to cancel the establishment of my SIPP with you (if or where applicable), and my right to cancel an in specie transfer including commercial property, is hereby waived unconditionally.
- I understand that this means where I would normally have a right to cancel the establishment of my SIPP and to cancel a transfer that I no longer have the right to receive back any contributions paid within the cancellation period and am liable for all applicable costs and fees.

10.2 Details of ownership and signature(s)

The proposed percentage shares in the property should reflect the respective contributions towards the purchase price by each client.

Please complete the following for each client in the order in which they have been entered in section 2.2.

1 **Name**

Signature **Date** **Ownership share** % **Loan share** (if applicable) %

2 **Name**

Signature **Date** **Ownership share** % **Loan share** (if applicable) %

3 **Name**

Signature **Date** **Ownership share** % **Loan share** (if applicable) %

4 **Name**

Signature **Date** **Ownership share** % **Loan share** (if applicable) %

5 **Name**

Signature **Date** **Ownership share** % **Loan share** (if applicable) %

The ownership shares will be finalised after completion and confirmed in a Group Investment Agreement which we will supply, and which all joint investors will need to sign.

Total of ownership share 100% **Total of loan share** 100%

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Relay UK service on 18001 0370 414 7000.

Curtis Banks Pensions,
153 Princes Street,
Ipswich, IP1 1QJ

T 0370 414 7000
F 0370 414 8000

curtisbanks.co.uk

Call charges will vary. We may record and monitor calls.

"Curtis Banks" is the trading name of Curtis Banks Group Limited (CBGL) (registered in England, number 07934492), Curtis Banks Limited (CBL) (registered in England, number 06758825), Suffolk Life Pensions Limited (SLPL) (registered in England, number 01180742), Suffolk Life Trustees Limited (SLT) (registered in England, number 06341296), Suffolk Life Annuities Limited (SLAL) (registered in England, number 01011674), SLA Property Company Limited (SLAPC) (registered in England, number 01203396), Tower Pension Trustees (S-B) Limited (TPTSB) (registered in Scotland, number SC340871), Bridgewater Pension Trustees Limited (BPTL) (registered in England, number 03821053), SPS Trustees Limited (SPST) (registered in England, number 08312411), Colston Trustees Limited (CTL) (registered in England, number 06867955), Montpelier Pension Trustees Limited (MPTL) (registered in England, number 05802677), Temple Quay Pension Trustees Limited (TQPTL) (registered England, number 05679427), Tower Pension Trustees Limited (TPTL) (registered in England, number 02178783), Crescent Trustees Limited (CrTL) (registered in England, number 03915165).
"Curtis Banks Pensions" is the trading name of SLPL.
CBGL, CBL, TPTSB, BPTL, SPST, CTL, MPTL, TQPTL, TPTL, CrTL have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP.
SLPL, SLT, SLAL, SLAPC have their registered office at 153 Princes Street, Ipswich, Suffolk, IP1 1QJ. CBL and SLPL are authorised and regulated by the Financial Conduct Authority. SLAL is authorised as an insurance company authorised by Prudential Regulation Authority (PRA) and regulated by the FCA and PRA.
CBGL, CBL, SLPL SLT, SLAL and SLAPC are members of a VAT group with VAT registration number 514 0358 80.
All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at **nucleusfinancial.com**. (12/25)

SL129.202608
August 2026