talbotandmuir

SIPP Property Questionnaire

Please complete the questionnaire as thoroughly as possible and return with a Property Administration and Risk Warning Notice document signed by each member.

1. Purchaser details

Member name		SIPP No (if known)	
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2. Property details

Address	
Post code	
Current use of property: (Detailed description)	
Intended use of property	

Previous use of property

Approximate age of Property

Number of Storeys

Basement Yes No

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

Listed Building? Yes No If Yes, what category

Registered with land registry? Yes No

If yes, Land Registry Title Number

The property is Freehold Leasehold

If Leasehold, is there building insurance in place for common parts

If Leasehold, please confirm remaining term and ground/service charge details

*Term Commencment Date of Long Lease (if applicable)

Is there a current energy performance certificate rated A to E for the property?* Yes No

*If an exemption please provide evidence/ further details

* If the property qualifies for an exemption from the Minimum Energy Efficiency Standards, we will need evidence of this so that we can apply for one (as the landlord). Most exemptions are temporary. If this is the case, we will need you to tell us before the exemption ends how you will achieve the minimum rating.

Does the property include residential element? Yes No

If yes, it may not be possible to include in the purchase

Purchase Price

Is there an option to tax on the property? Yes No

Is purchase price subject to VAT? Yes No

If yes, is the above figure inclusive? Yes No

* If the purchase price is not subject to VAT, but there is a requirement for your SIPP to be registered for VAT following completion of the purchase, e.g. where major renovation works are to be undertaken, you must notify us of this at the appropriate time. Please refer to part 16 of our SIPP Property Administration Overview and Risk Warning Notice that you are required to sign and return to us with this Property Questionnaire, as this section contains important information concerning VAT registration and subsequent quarterly VAT returns. We do not offer any VAT advice or services, and you should seek professional VAT advice should you require it.

3. Survey information

Has a property valuation report been produced? *Yes No

* Unless this is a connected party transaction, we will not require to see a survey or valuation report of the property and we will never instruct a surveyor. For your own protection, we strongly recommend you arrange for a survey to be undertaken which should be by a member of the Royal Institution of Chartered Surveyors (RICS) or equivalent body.

Has an environmental risk report been produced/ included in the valuation? Yes No

Has an asbestos survey been produced/included in the valuation ? Yes No

Have there been any known claims or incident of an environmental nature? ☐ Yes ☐ No

If yes, please state the circumstances and outcome

4. Environmental screening information

Please note that by returning this form you are instructing us to proceed with producing an environmental screening report on the proposed property. If the purchase subsequently does not complete you will still be liable for this charge.

Site larger than 2 Hectares (4.94 Acres)? ☐ *Yes ☐ No

Is there any building, construction or re-development planned for the site? ☐ *Yes ☐ No

If yes, please provide a brief description:

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.

At the time of signing this application, are you aware of any facts or circumstances which may reasonably be expected to result in a claim or claims being made against you or your company as a result of the release of pollutants from this site into the environment:

☐ *Yes ☐ No

If yes, please provide a brief description:

Please return a cheque made payable to "Talbot and Muir" for the relevant amount as detailed below:

Site Size (hectares)	Price (excl vat)	Price (incl vat)
0 - 10	£225.00	£270.00
10 - 25	£357.50	£429.00

5. Vendor details

Contact name

Address

Postcode

Phone number

Email

Is the vendor connected to the member? Yes No

If yes, a valuation from an independent RICS certified surveyor will be required to set the purchase price.

6. Vendor's solicitors details

Firm name

Contact name

Address

Postcode

Phone number

Email

7. Selling agent details

Firm name

Contact name

Address

Postcode

Phone number

Email

8. Legal representation

Our appropriate trustee company will require its own legal representation.

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 more details.

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

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 & Death Benefits Allowance Protection, we may be able to consider an alternative approach.

9. Lease information

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.

Existing lease, where applicable

Tenant

Tenant Activities

Is the vendor connected to the member? Yes No

Rent Term

Is rent subject to VAT?

Lease start date

Lease expiry date

Rent review

Are rental payments up to date? Yes No

If **no,** please provide reasons why, along with details of any arrangements being made to bring the rent arrears up to date.

If new lease is required on completion

Tenant

Tenant Activities

Rent* Term

* We require all leases to have a minimum rental value of £3000 per year

Is the tenant connected to the member? Yes No

If Yes, a valuation from an independent RICS certified surveyor will be required to set the rental figure.

If multiple leases or sub-leases, please provide details on additional pages.

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

10. Property manager

Are you appointing a property manager? ☐ Yes ☐ No

Will they be responsible for issuing rental invoices? ☐ Yes ☐ No

If Yes, please provide details:

Firm name

Contact name

Address

Postcode

Phone number

Email

11. Borrowing information

Are the trustees borrowing to assist with the purchase? ☐ Yes ☐ No

Lending source

Point of contact

Address

Postcode

Phone number

Email

Amount of loan

Interest rate

Term

Repayment terms

Is security over the property to be granted? ☐ Yes ☐ No

If yes, please provide details of the security

12. Insurance

We require that property insurance be in place at all times from exchange of contracts.

Arthur J Gallagher & Co* have arranged a block insurance policy for Talbot and Muir clients, specifically designed to meet the needs of commercial property owners.

Talbot Muir require your consent before providing your contact details and a copy of this form to Arthur J Gallagher & Co, who will process the information contained in this form, produce a personal quotation and liaise with us regarding the insurance cover.

Once we have passed your data to Arthur J Gallagher & Co, they will be responsible for ensuring it is handled in accordance with their own obligations under data protection law. If you have any queries or requests, regarding their handling of your personal data you should contact them directly at the address below. Their Privacy Notice can be found on their website www.ajg.com

If you change your mind about using Arthur J Gallagher & Co, you can communicate this to us, and we will inform them that

you no longer consent to them holding your personal data. You can notify us of this decision by contacting us in writing at 55 Maid Marian Way, Nottingham, NG1 6GE or by email to enquiries@talbotmuir.co.uk

*Arthur J Gallagher & Co, 67 Lombard Street, London, EC3V 9LJ. Please contact us if you require further information.

☐ I consent to Talbot and Muir passing on details to Arthur J Gallagher & Co (please proceed to completing your contact details below).

☐ I wish to Opt Out and arrange my own insurance (I understand this may lead to the addition of an insurance checking fee).

If Yes, please provide details:

Contact name

Phone number

Email

Address

Insurance Information

Buildings Reinstatement Value*

*This should be the reinstatement cost of the property with considerations including demolition/debris removal, materials, labour, fee and taxes. If you are unsure what value to include, we would recommend that you utilise the services of a RICS qualified Building Surveyor to obtain this for you. If the insurers refuse a claim for any reason, we cannot accept any liability for the resulting loss to the SIPP.

*To avoid underinsurance, it's recommended to conduct a formal Reinstatement Cost Assessment (RCA) at acquisition to ensure the property 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.

Please let us know if you wish to instruct a formal RCA. We can share details of a third party provider, if you wish. If you wish to proceed without obtaining a formal RCA at acquisition please tick 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, once the property has been held within the SIPP for 3 years, where the property is insured on the block insurance policy, RCA's will be undertaken 3 yearly via our chosen provider, you will be contacted by us in relation to this. These costs would be borne by your SIPP.

Building Construction: (Walls, roof and flooring materials)

Heating Method: (Appliance and fuel)

The insurance terms will be subject tow the following assumptions:

- There have been no claims or losses within the last 5 years, whether insured or not, either made by you or against you
- The property is in a good state of repair, not undergoing renovation, repair or alteration, or anticipated to be undergoing renovation, repair or alteration during the next 12 months
- The property has not suffered from nor shows any visible signs of damage from subsidence, landslip or ground heave
- Any flat felt roofing is under 7 years old or has been professionally inspected in the past 3 years
- There is no known history of flooding at the address
- You have never had any Risk Improvement requirements imposed by the current or previous insurers which have not yet been completed to their satisfaction

If any of the above statements are not true, please provide details in the box below in order that this can be discussed with the underwriters:

You have a duty to make a fair representation of the risk that you wish to insure. This means that you must disclose all relevant information before the insurance contract commences.

This information includes those material circumstances that would influence a prudent insurer on whether to insure the risk (and if so on what terms).

Declarations

To be completed by the member(s)/trustee(s). (please tick each box and sign below)

- [ ] You have never had insurance cancelled, renewal refused or subject to special terms
- [ ] You have never been convicted or charged with a criminal offence, or within the last 3 years received an official caution for a criminal offence, other than a motoring offence
- [ ] You have never knowingly failed to conform to legislation pertaining to Health and Safety at work activities
- [ ] You have never been declared bankrupt or are now subject of any current bankruptcy proceedings or any voluntary or mandatory Insolvency or winding up procedures

If any of the above statements are not true, please provide details in the box below in order that this can be discussed with the underwriters:

Our Services

If your personal circumstances make it challenging to access our services, please provide us with some information so we can explore any reasonable adjustments that may help.

In order to provide additional support, we will need to gather some information about your needs, which can involve sensitive personal information. Due to the nature of this information, we require your express consent to process it for the purpose of providing the relevant support. We may also need to share this data with trusted third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs.

Your consent to share this more sensitive personal information is entirely voluntary and you may withdraw your consent at any time.

If you wish to consent to us processing your personal information for the purposes of support, please tick below.

☐ I agree to the above information being processed by Talbot and Muir Ltd, to include being shared and gathered between relevant third parties.

If you have chosen to consent to this processing, please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you to improve how we work and communicate with you.

Should you have any questions about this process, or wish to withdraw your consent please contact our administration teams in either Nottingham on 0115 841 5000 or Leeds on 0113 200 2980 or via email at customer.support@talbotmuir.co.uk

Please refer to our Privacy Notice, should you require further guidance on how we will collect use and protect your personal information. This can be found on our website www.nucleusfinancial.com 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 our Admin Department on 0115 841 5000 or via email at customer.support@talbotmuir.co.uk

Signed

Trustee/Member name Date

Signed

Trustee/Member name Date

Signed

Trustee/Member name Date

For literature in alternative formats, such as Braille, large print, audio or E-Text, please call us on 0115 841 5000 (or via Relay UK on 18001 0115 841 5000).

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