

SIPP/SSAS Property Information Form

Tax Year 2019/20


Important information

As professional trustee and scheme administrator, we need to ensure our records for your SIPP/SSAS are up to date and that your SIPP/SSAS satisfies certain Her Majesty's Revenue & Customs (HMRC) requirements. On this basis, we require you to provide specific information relating to any property or land held within your SIPP/SSAS.

Please complete this form and return it to the Property Team in one of the following ways:

- By secure message via James Hay Online
- By email to propertyreturns@jameshay.co.uk
- By post to James Hay Partnership, Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

Please note: Failure to provide the requested information may result in HMRC seeking to apply a tax charge to your SIPP/SSAS.

If more than one property is held in your SIPP/SSAS, please complete a separate form for each property. Further copies of this form can be obtained from our website at www.jameshay.co.uk or from us on request.

If you require any assistance, please call the Property Team on 03333 205 861.

SIPP member
name/SSAS
scheme name

SIPP member
number/SSAS
scheme number

SIPP property
reference number

Property
address

Postcode

1 Property information - Rent during the 2019/20 tax year

During the 2019/20 tax year (6 April 2019 to 5 April 2020) what was the total rent due and paid for the property for each tenant?

Tenant 1
Full name Annual rent due £ Actual rent received £

Tenant 2
Full name Annual rent due £ Actual rent received £

Tenant 3
Full name Annual rent due £ Actual rent received £

Tenant 4
Full name Annual rent due £ Actual rent received £

If there are more than four tenants, please provide the details of the other tenants on a separate sheet.

Is rent being paid to an external bank account or being collected by a property management agent?

Yes No

If 'Yes' please provide documentary evidence of the rent collection and onward payment to the scheme.

Is the property VAT opted?

Yes No

2 Vacant property

Was the property vacant at any time during the 2019/20 tax year? Yes No

If 'Yes' please provide details:

3 Lease details

Is there still a lease in effect? Yes No

If 'No':

Is a new lease being put in place? Yes No

Have Heads of Terms been agreed for a new lease? Yes No

Is there an Energy Performance Certificate (EPC) in place for the property? Yes No

If 'Yes' please confirm the following:

EPC rating (A-G)

EPC reference number - - - -

If you have answered 'Yes' to any of the above, please provide a copy of the relevant documentation.

4 Property insurance

Please provide the name, address and policy number for the property insurance:

Please provide a copy of the latest insurance schedule.

You must ensure that any insurance covers the building and 3 years' rent and service charges, for accidental loss, destruction or damage including subsidence, ground heave or landslip and terrorism. In addition, you must also have Property Owners Liability Insurance (or Public Liability for land only) for a minimum of £10,000,000 for any one event.

5 Property use

During the 2019/20 tax year, has the use of the property changed? Yes No

If 'Yes' please provide details:

During the 2019/20 tax year, have any 'Works' been done on the property? Yes No

If 'Yes' please provide details:

6 Property sale

During the 2019/20 tax year, was any part of the property sold?

Yes No

If 'Yes' please provide details:

7 Property valuation

What is the most recent value of the property that was provided by a Royal Institution of Chartered Surveyors (RICS) qualified surveyor?

£

What date was this RICS valuation of the property undertaken?

Please provide a copy of the valuation report.

8 Property management

In addition to yourself, is any other professional manager appointed to manage the property?

Yes No

If 'Yes' please give the details below:

Property manager name

Property manager address

Postcode

9 Declaration

I confirm that the information given in this form is factually accurate to the best of my knowledge.

I accept that this information may be shared with HMRC if requested.

Signature

Print name

Date

When returning this form to us, please tick below to confirm which documents are attached:

- | | |
|--|--|
| <input type="checkbox"/> Current Account Statement | <input type="checkbox"/> Property insurance schedule |
| <input type="checkbox"/> Mortgage Statement | <input type="checkbox"/> Valuation report |
| <input type="checkbox"/> Lease document | |
| <input type="checkbox"/> Heads of Terms document | |
| <input type="checkbox"/> Documentary evidence of rent collection and onward payment to the SIPP/SSAS | |
| <input type="checkbox"/> Energy Performance Certificate | |

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

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