



JHAY0293

## Commercial Property Questionnaire

### Application guide

Please read the **Commercial Property Purchase and Maintenance Guide** carefully before completing this form as fully as possible.

Up to three customers can fill out one property questionnaire in the case of joint property purchase. If more customers are involved, please provide their details on an additional sheet and ensure they sign.

Please complete this form in BLOCK CAPITALS and return it to the address below:



James Hay, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB.



Should you have any queries, please contact your Customer Support Team or our general enquiry number 03455 212 414.

### 1 Name of pension product in which property is to be purchased

Applicant to complete

- |  |   |
|--|---|
| <input type="checkbox"/> Modular iSIPP       | <input type="checkbox"/> IPS SIPP                 |
| <input type="checkbox"/> Wrap SIPP           | <input type="checkbox"/> IPS (2008) SIPP          |
| <input type="checkbox"/> Private Client SIPP | <input type="checkbox"/> IPS Family SIPP          |
| <input type="checkbox"/> Partnership SIPP    | <input type="checkbox"/> IPS Pension Builder SIPP |

### 2 Personal details

Applicant to complete

#### Customer 1

Title	<input type="text"/>	Telephone (home)	<input type="text"/>
Forename(s)	<input type="text"/>	Telephone (business)	<input type="text"/>
Surname	<input type="text"/>	Email	<input type="text"/>
Permanent residential address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Postcode	National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Member number	<input type="text"/>
		Do you currently own a property in your SIPP?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Customer 2

Title

Forename(s)

Surname

Permanent residential address

Postcode

Date of birth        Telephone (home) Telephone (business) Email National Insurance number      Member number Do you currently own a property in your SIPP? Yes ☐ No ☐

## Customer 3

Title

Forename(s)

Surname

Permanent residential address

Postcode

Date of birth        Telephone (home) Telephone (business) Email National Insurance number      Member number Do you currently own a property in your SIPP? Yes ☐ No ☐

## 2 Property information

Property address

Postcode

Property description (e.g. Warehouse, Development Land, Offices etc.)

Approximate age of the property

Years

Does the customer/customer's business/other connected party own adjacent property other than the property subject to this application, in their own capacity? If so, please indicate site on a plan.

Yes ☐ No ☐

Has the property been registered at the Land Registry?

Yes ☐ No ☐

Please state whether the property is:

Freehold ☐ Long Leasehold ☐

If leasehold, please state outstanding term of lease.

Years

Is a copy of the lease attached or was a copy supplied previously?

Yes ☐ No ☐

If leasehold, please provide a copy of last three years' service charge accounts.

£

Does the property include multiple tenants/occupiers?

Yes ☐ No ☐

If **Yes**, you must appoint a suitably qualified agent, as multi-let properties have increased obligations on the SIPP landlord. Charges for this may be borne by the SIPP or on the tenants depending on of the terms of the leases.

Agent to be appointed for Service Charge Management of this multi-let property:

Purchase price (excluding VAT)

£

VAT (if applicable)

£

Total purchase price

£

Is the property VAT elected?

Yes ☐ No ☐ Not sure ☐

*Please let us know if you're unsure of VAT status/treatment.*

Is this to be treated as a Transfer of a Going Concern (Tenancy in place)?

Yes ☐ No ☐

Does the property include any residential living accommodation?

Yes ☐ No ☐

If **Yes**, please provide details

Unusual provisions (if known) e.g. options, overage etc.

**Before completing the following property management question, please refer to the Commercial Property Purchase and Maintenance Guide to ascertain which property management options are available for your product.**

Please indicate how you want the property to be managed once the SIPP purchase is complete:

Managed by our property manager ☐ Self-managed ☐



Please note that we will appoint a solicitor from our approved panel of solicitors to act for the SIPP Trustees. Please refer to the **Commercial Property Purchase and Maintenance Guide** for further information.

## Non permitted property investments

There are several types of property that are not suitable as a SIPP investment. The below list is not exhaustive but generally require onerous landlord obligations or unusual administrative requirements and are therefore unacceptable to us.

- Residential property.
- Holiday accommodation and caravan parks.
- Overseas property. Property must be located within England, Scotland, Wales or Northern Ireland.
- Nursing homes. As the business liability could fall on the landlord should the business fail.
- Leasehold property where the remaining term of the lease is less than 50 years.
- Any property that our insurers will not cover.
- Any property with an energy performance rating of F or G.
- Properties with contaminative uses such as fuel stations, vehicle repair garages, refuse sites, etc.

If the property contains multiple tenants, please complete the 'Existing lease information' section for each occupier that will continue to be in occupation at completion of the purchase.

Tenant

Is the tenant the member, member's company or their connected party?

Yes ☐ No ☐

Address

What is the nature of the tenant's business?

Is the tenant fully VAT registered?

Yes ☐ No ☐

If so, what percentage of this VAT is recoverable?

 %

Is a copy of the lease attached or was a copy supplied previously?

Yes ☐ No ☐

Telephone

Rent amount  
per annum

 £

Frequency

 £

Start date of lease

       

End date of lease

       

## 3a New lease

Applicant to complete

Proposed tenant(s) - Please note this must be the legal entity who will be paying the rent.

Tenant name in full

What is the nature of the tenant's business?

Company registration number (where applicable)

Is the tenant fully VAT registered?

Yes ☐ No ☐

Address

If so, what percentage of this VAT  
is recoverable?

 %  
  
  
 Postcode

Tenant's solicitors

Address

  
  
  
 Postcode

Telephone

Rent amount  
per annum

 £

Proposed start  
date of lease

       

Proposed end  
date of lease

       

Telephone

Please note that the tenant must have separate legal representation.

Is the tenant the member, member's company or their connected party?

Yes ☐ No ☐

Nature of current occupier's business (if known)

Nature of any previous occupier's activities (if known)

Nature of proposed activities

Are there any known factors and/or incidents of an environmental nature in respect of the property or any surrounding property?

Yes ☐ No ☐

Please confirm whether you are aware of any flood incidents and/or claims at the property in the last 10 years.

Yes ☐ No ☐

Please confirm whether you are aware of any remedial works/changes to the flood defenses made by the Environment Agency, from which the property has benefited.

Yes ☐ No ☐

If you have answered **Yes** to any of the questions in this section, please provide details.

Is there an up to date Fire Risk Assessment available for the property?

Yes ☐ No ☐

If so, are there any risk mitigation measures required? Please provide full details.

Is there an up to date Asbestos Register and Management Plan available for the property?

Yes ☐ No ☐

It's your responsibility to consider whether an asbestos report is required, and if so, to obtain one.

## 5 Vendor's details

Applicant to complete

Vendor's full name

Telephone

Address

Postcode

Vendor's agent's name

Address

Postcode

Telephone

Telephone

Vendor's solicitor's name

Address

Postcode

Please confirm whether the Vendor is you or connected to you?

Yes ☐ No ☐

If **Yes**, please confirm the nature of the connection.



**Appointed RICS qualified surveyor:**

**Please note:** The Surveyor should be instructed by you on our behalf and the report must be addressed to the Trustee.

Name \_\_\_\_\_

Telephone 

9 Works

Applicant to complete

Subject to funds being available, the SIPP may pay for development work at the property that improves its capital value. If you intend to undertake development work at the property, please tick this box.

7

If you intend to carry out works to the property, you need to ensure that any proposed works are compliant with applicable planning legislation and that the property continues to be a suitable SIPP investment.

For properties in England, please refer to the Use Class Order 2020 to ensure that any proposed works are compliant and that the property continues to be a suitable SIPP investment.

In order for us to give full consideration to the proposed works, please review and complete the **Property Works Form** (within our Property Works Guide), which is available at [jameshay.co.uk](http://jameshay.co.uk). This guide also contains information you'll need to know if you are expecting your SIPP to pay for the works.

If you cannot send us all the information we require at the present time, this may delay the purchase.

### Basic description of proposed development work

Timescale

Approximate cost

Please submit quotes, planning and any supporting evidence to support this.

In this section 'you' refers to any of the Trustee Companies associated with the James Hay Partnership, and 'I/me' refers to the SIPP customer(s).

1. I request the acquisition of the property as an investment by my pension scheme.
2. If the property purchase for whatever reason does not proceed, and if there is insufficient money available in my fund, then I acknowledge that any fees or costs incurred will be met by me personally.
3. I undertake to be bound by the provisions of the Commercial Property Purchase and Maintenance Guide which I confirm that I accept and acknowledge that:
  - 3.1 The provision of inaccurate or incomplete information may lead to a delay in the purchase and incur additional costs to my pension fund.
  - 3.2 Once purchased any proposed works to the property must be approved by you or your agent prior to commencement.
4. I confirm that the solicitor's point of contact will be me/my financial adviser/other (please specify). If not specified we will assume that it is the financial adviser.
5. In the event of a purchase and the ongoing property management on behalf of more than one customer, we nominate: as a point of contact.
6. I confirm that signing the Property Questionnaire involving a purchase for more than one customer is to constitute an authority for you to send copies of the property cash account and all supporting information to any of the participating customers, even though that may disclose directly or indirectly information relating to any other participating customer.
7. I have completed the relevant checklist overleaf and enclosed all required documentation.
8. I accept that by purchasing this commercial property you are not confirming the suitability of the purchase for my individual circumstances.

**Important note for customers purchasing a commercial property within their SIPP without an appointed financial adviser.**

We recommend that all customers take legal advice as well as financial advice from a regulated financial adviser before purchasing a commercial property in their SIPP. If you do not have a financial adviser appointed on your product who is advising you in relation to this commercial property purchase, you must sign the following declaration to confirm you acknowledge this and accept the risks in proceeding without having taken financial advice.

**Customer declaration where no financial adviser is appointed**

I confirm and accept that:

- it is my responsibility to ensure I have read the correct documentation associated with the property purchase
- I have read and agreed to the terms of the property purchase
- I have considered and accept the risks associated with this property purchase
- the purchase of this commercial property aligns with my attitude to risk, my investment goals, my liquidity needs and my capacity for loss
- I have not received financial advice before purchasing this commercial property and I am proceeding at my own risk.



All customers to sign below:

Signature

Print name

Date 

D

D

M

M

Y

Y

Y

Y

Signature

Print name

Date 

D

D

M

M

Y

Y

Y

Y

Signature

Print name

Date 

D

D

M

M

Y

Y

Y

Y

## Checklist

I have included the following with the questionnaire (black and white photocopies are acceptable):

Property Questionnaire (Completed and signed by all customers involved)	<input type="checkbox"/>	Copies of any existing environmental reports (particularly if the property is newly built)	<input type="checkbox"/>
Energy Performance Certificate	<input type="checkbox"/>	SIPP application form and signed member agreement	<input type="checkbox"/>
Copy of offer letter from bank	<input type="checkbox"/>	<b>OR</b>	
Copies of any existing occupational leases, if they are to continue after purchase (inc. relevant rent reviews etc.)	<input type="checkbox"/>	SIPP already established	<input type="checkbox"/>
Headlease, if leasehold property (draft headlease if new build or new long lease to be granted)	<input type="checkbox"/>	Fire Risk Assessment report	<input type="checkbox"/>
Valuation Report	<input type="checkbox"/>	Asbestos Register and Management Plan	<input type="checkbox"/>
- Addressed to the relevant Trustee(s) of your SIPP as client	<input type="checkbox"/>	Last three years service charge accounts (if available)	<input type="checkbox"/>
- Contains market value, market rental value, reinstatement figure	<input type="checkbox"/>	Completed Property Works Form (if applicable)	<input type="checkbox"/>
- O.S. site plan (1:1250 preferably)	<input type="checkbox"/>	(Please keep a copy of this form for your own records).	
- By a RICS qualified surveyor	<input type="checkbox"/>		
- Less than 12 months old	<input type="checkbox"/>		
- Composite panels questionnaire	<input type="checkbox"/>		
- Observation checklist	<input type="checkbox"/>		
- Environmental screening report	<input type="checkbox"/>		

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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