

SSAS Property Investment Form

Please ensure that you have read and fully understood our Property Investment Booklet before completing this form.

Please complete the form as fully as possible. Should you have any queries, please contact us. Failure to provide relevant information will delay the transaction. Please use the back page of this form if you need to provide any additional details of the proposed property investment.

Once completed, please return this form to: **D A Phillips & Co Ltd** at Bridewell House, Bridewell Lane, Tenterden, Kent TN30 6FA Tel: 01580 762 555 Fax: 01580 766 444

Please contact us if you would like this document in an alternative format.

1. BASIC INFORMATION

Name of pension scheme

Please include all names if a joint purchase

Scheme Name

Scheme Account Number

Property Address

Postcode

2. YOUR DETAILS

Please provide contact details for the main contact who will be dealing with this purchase.

Title (circle or insert as appropriate)

Mr

Mrs

Ms

Miss

Other:

Forename(s)

Surname

Email address

Permanent Residential Address

Postcode

Daytime Phone Number

Mobile Number

If more than one purchaser please supply their details on the last page of this form, where you can add additional information.

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3. FINANCIAL ADVISER DETAILS

Please complete this section if you have a financial adviser

Contact Name	<input type="text"/>		
Company/Firm Name	<input type="text"/>		
Phone Number	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Email Address	<input type="text"/>		

4. SOLICITOR'S DETAILS

If you don't have a solicitor and would like us to provide a list of solicitors we have dealt with in the past, please tick this box ☐

If you do have a solicitor, please provide their details below.

Contact Name	<input type="text"/>		
Company/Firm Name	<input type="text"/>		
Phone Number	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Email Address	<input type="text"/>		

5. THE SELLER

Seller's Name

Is the seller a 'connected party'? Yes ☐ No ☐

Please refer to our Property Investment Booklet for details

If yes, please give details of the connection	<input type="text"/>		
	<input type="text"/>		
Seller's solicitor's name and contact details	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Phone Number	<input type="text"/>

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6. SURVEYOR'S DETAILS

If either the seller or tenant of a new lease are connected parties, then a surveyor will be required.

Contact Name			
Company/Firm Name			
Address			
Postcode		Phone Number	
Email Address			

7. THE PROPERTY

Property Address (including postcode)			
		Postcode	
Land Registry Title Number	(If known)		
Please indicate whether the property is:	Freehold	or	Leasehold
If the property is leasehold, is a new lease being granted or is the SSAS buying an existing one?			
If property is leasehold, what is the remaining term?			
If property is leasehold, what is the annual ground rent?			
Purchase Price excluding VAT	£		
VAT on purchase price if applicable	£		
Property Description (eg land/offices/warehouse etc)			
Approximate age of property			
Is there any residential element?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details			
Please note the occupant must have a job requiring them to occupy the site. Please give full details and NOTE: we will not permit any connected party to occupy a residential element.			
Please send the Land Registry Plan with the property clearly marked with this form	<input type="checkbox"/>		

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8. TIMEFRAME

	Proposed date of exchange / completion	<input type="text"/> / <input type="text"/> / <input type="text"/>
Any other timing factors	<input type="text"/>	
	<input type="text"/>	

9. VAT

Is the property currently opted to tax (VAT registered)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, and there is an existing lease, is the purchase a transfer of a going concern?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not currently opted to tax, do you plan to opt to tax on purchase?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has professional advice on VAT been sought?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide full details of adviser	<input type="text"/>	
	<input type="text"/>	

10. PROPERTY DEVELOPMENT

Do you plan to develop the property once your SSAS has purchased it? Yes ☐ No ☐

If yes, please read our separate Property Information - Building Works Guide and complete the corresponding Form. This is in order to obtain some further details from you regarding the planned development.

11. FUNDING THE PURCHASE

Estimated cost of purchase - please use this section to estimate how much the purchase will cost

Purchase price	<input type="text"/> £
VAT if appropriate	<input type="text"/> £
Development / fit out costs	<input type="text"/> £
Estimated Stamp Duty	<input type="text"/> £
Estimated costs of professionals and disbursements	<input type="text"/> £
Estimated total cost of purchase	<input type="text"/> £

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Source of funds - please detail below how you intend to meet the total cost of purchase

Cash held in SSAS bank accounts	£
SSAS assets to be sold	£
Contributions to your SSAS	£
Transfers to your SSAS from other pension schemes	£
Borrowing	£
Other (please specify)	£
Estimated total funds available	£

If more than one purchaser please supply their funding details on the last page of this form, where you can add additional information.

12. BORROWING

Please complete this section in full if your SSAS will be borrowing to fund the purchase, or if the property is being transferred in from another pension scheme subject to existing borrowing.

Will your SSAS be borrowing funds to help fund the purchase? Yes ☐ No ☐

Lender's Name			
Contact Name			
Lender's Address			
Postcode		Phone Number	
Lender's email			
Is the lender a 'connected party'? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Please refer to our Property Investment Booklet for details

If lender is connected, then confirmation of commercial terms is required. Please supply this or confirm that we can obtain it on your behalf

12. BORROWING continued

Amount of loan	£
Term of loan	
Interest rate	
Repayment amount	£
Repayment frequency (e.g. monthly)	

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13. STATUTORY REQUIREMENTS

Do you have a copy of the energy performance certificate for the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide us with a copy. Is a copy enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an environmental search report for the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide us with a copy. Is a copy enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, then we will arrange for one to be carried out. Is a land registry or other detailed location plan enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of any environmental or flooding issues?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide us with details.		
Is there an asbestos survey and report for the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide us with a copy.		
Is there a fire safety report for the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide us with a copy.		

14. JOINT PURCHASES

If the property is being purchased by more parties than just your SSAS, please provide details below:

Name of party	Percentage ownership
<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"/>
<input type="text"/>	<input type="text"/>
Please indicate who is to be the main point of contact	<input type="text"/>

If one of the owners is a limited company, please provide the following:

Full company name	<input type="text"/>		
Company Registration No	<input type="text"/>		
Registered Address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Phone Number	<input type="text"/>

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15. LEASES AND OCCUPATION OF THE PROPERTY

Is the property being purchased subject to an existing lease to someone in occupation of the property? Yes ☐ No ☐

If no, is a new lease being granted? Yes ☐ No ☐

How many leases of the property will there be?

Please provide the following information for all leases (existing and new)

Copy this page for additional leases and provide a plan showing which parts of the property are let.

Tenant's Name

Contact Name

Tenant's Address

Postcode Phone Number

Tenant's email

Is the tenant a 'connected party'? Yes ☐ No ☐

Please refer to our Property Investment Booklet for details

If yes, please give details of the connection

Rent amount per annum £ (+ VAT on rent per annum £)

Rent Frequency Monthly Quarterly Other: Advance/Arrears

Frequency of rent reviews

Is there a rent deposit? Yes ☐ No ☐

If yes, how much?

Lease start date

Lease term

Any rent free period? Yes ☐ No ☐

If yes, how long?

Are service charges rechargeable to the tenant? Yes ☐ No ☐

Are insurance premiums rechargeable to the tenant? Yes ☐ No ☐

Is there a guarantor? If yes, please provide details Yes ☐ No ☐

Any other relevant details?

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16. PROPERTY INSURANCE

Lockton Insurance Quotation Form attached? Yes ☐ No ☐

We have specific insurance requirements that must be met so do let us know if you intend to use your own insurer.

17. MANAGING THE PROPERTY

Will you appoint a managing agent to manage the property? Yes ☐ No ☐

If no, then you will manage the property yourself. Please read your responsibilities in the Property Investment Booklet. If yes, then please give the details below:

Company Name	<input type="text"/>		
Contact Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Phone Number	<input type="text"/>
Email	<input type="text"/>		

18. AGREEMENT AND DECLARATION

1. I request the acquisition of the property outlined in this form as an investment of my/our pension scheme.
2. I declare that to the best of my knowledge and belief, the particulars given in this Property Investment Form and any other documents completed in connection with this purchase are complete and correct. I will notify D A Phillips & Co Ltd immediately should any of the information change, or I discover that any of the information given is incorrect. I acknowledge that by providing inaccurate or incomplete information in this Property Investment Form I may cause delay to the transaction and may incur additional costs or tax charges at a cost to my pension scheme or myself personally.
3. I note that I am bound by the provisions of the D A Phillips & Co Ltd Property Investment Booklet and the governing documents of my SSAS. I confirm that I have read and understood the Guide.
4. If the property purchase for whatever reason does not proceed and if there are no monies available in my pension fund of the sponsoring employer, then I acknowledge that any fees or costs incurred in this transaction will be met by me personally.
5. Where this is a joint purchase, we confirm that:
 - a. D A Phillips & Co Ltd and DP Administration Ltd are authorised to send information relating to the property and communicate with all joint owners, even though doing so may disclose directly or indirectly information relating to any other joint owner.
 - b. We agree to checks being carried out to establish proof of my/our identity and residence. Should these checks prove unsatisfactory, I will be required to provide proof of my identity to the satisfaction of D A Phillips & Co Ltd.
6. I confirm that by signing the Property Investment Form I agree that I will correspond with DP Administration Ltd and D A Phillips & Co Ltd in future regarding all matters connected with the purchase and ongoing management of the property. Neither DP Administration Ltd nor D A Phillips & Co Ltd will be liable for any charges/losses associated with my failure to correspond with them regarding this, or my failure to adhere to the terms of any lease or lease renewal requirements.

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7. I have appointed a solicitor to deal with the purchase. The cost of this professional advice will be borne by my pension scheme.
8. I have received no advice from DP Administration Ltd or D A Phillips & Co Ltd or any of either company's employees regarding this purchase.
9. If an independent valuation is required I understand that there could be costs attached to obtaining this and these costs will be borne by my pension scheme.
10. Should HMRC challenge a valuation, I understand that any possible resulting tax or other charge will be borne by my pension scheme and/or me or my business.
11. I confirm that if I choose to arrange my own insurance in respect of the property, I indemnify and keep indemnified DP Administration Ltd and D A Phillips & Co Ltd against all actions, proceedings, claims, demands, costs, charges and or expenses which may occur as a result in the event that the insurance cover is not sufficient to meet any claim, or does not meet the Landlord's responsibilities under any Lease to which D A Phillips & Co Ltd is a party.
12. If I have opted to manage the property myself I confirm that I am responsible for managing the property at all times. I understand that if I fail to manage the property adequately myself, DP Administration Ltd and D A Phillips & Co Ltd reserve the right to appoint a managing agent and the costs will be borne by my pension scheme.
13. By managing the property myself I confirm that I am responsible for meeting **all** regulatory and legal requirements in respect of the property. (This includes things such as (but not limited to) the following: management of asbestos, fire, gas, electricity and water safety etc).
14. I authorise D A Phillips & Co Ltd and DP Administration Ltd to pay invoices incurred in obtaining environmental investigations satisfactory to them from my SSAS as a sole signatory.
15. I authorise D A Phillips & Co Ltd and DP Administration Ltd to pay invoices incurred in obtaining insurance cover satisfactory to them for the property from my SSAS as a sole signatory.
16. I authorise D A Phillips & Co Ltd and DP Administration Ltd to pay all other fees, invoices and charges incurred in association with this property investment from my SSAS as a sole signatory.
I understand it is a serious offence to make false statements – the penalties are severe and could lead to prosecution.

All trustees of the SSAS must sign below – if there are additional parties purchasing the property then they must also sign:

Name	
Date	
Signature	
Name	
Date	
Signature	

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Name	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>

Name	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>

Name	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>

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Use this page to provide extra information or for additional parties to sign.

Please return your completed form to:

D A Phillips & Co Ltd Bridewell House, Bridewell Lane
Tenterden, Kent TN30 6FA

Tel 01580 762 555 Fax 01580 766 444

www.dapco.co.uk enquiries@dapco.co.uk

D A Phillips & Co Ltd is registered in England No. 2120249

Registered Office: As above

Member of the Association of Member Directed Pension Schemes
(AMPS)

July 2023

Commercial Buildings Quotation Form



LOCKTON®

UNCOMMONLY INDEPENDENT

Proposed Policyholder(s)

Please confirm the name(s) of the insured person(s) who will be named in the policy

Name(s) of the insured person(s)

Start date of policy

Property Details

Address of property to be insured

Postcode

Year of construction of the property

Year of conversion - if applicable

Type of property

Residential

Commercial

No. of storeys

No. of units/flats

Main tenant

If the premises are commercial, please confirm occupation/trade

Are the premises occupied

YES

NO

If the property is industrial in nature:

What processes are undertaken at the site

What machinery is involved in these processes

What hot works are undertaken

What waste is generated and how is this stored

If the property is unoccupied, please complete the following:

How long has the property been vacant

When will the property be re-let and what is the intended future use

What security is there on site

Alarm

CCTV

Sitex Orbis

Perimeter Fencing

How often is the property inspected

Have the facilities been turned off (water, gas etc.)

Have the windows & doors been boarded

Survey contact details

Are there any security measures that enhance the risk:

Construction details of the property

Floors

Concrete

Timber

Steel

Other

Roof

Concrete

Pitched tile

Flat felt

Other

Wall/Frame

Brick/block cavity

Solid block or concrete

Concrete frame

Steel frame

Timber frame

Other

Percentage of flat roof

Are the communal areas sprinklered

YES

NO

UNKNOWN

Is there any cladding or panels on the building

YES

NO

UNKNOWN

Are the panels LPC approved

YES

NO

UNKNOWN

Additional details in respect of the construction and materials used for the panels & insulation:

Additional construction details

Details of cover required

Building reinstatement value	£					
Contents of communal areas	£					
Service Charge	£					
Indemnity period		12	24	36	48	60
Loss of rent (annual)	£					
Indemnity period		12	24	36	48	60
Is terrorism insurance required?		YES		NO		

Land only details required

Size of Land	SqFt		
Are there any water courses	YES		NO
If yes, please provide details	Depth		
	Size		
	Security in place		
	Warning Signs	YES	NO
Any history with trespassers	YES		NO
Security on the land			
Any public right of way	YES		NO
Any outbuildings or adverse features, if so, please provide construction details and values			

Insurance/Claims

To your knowledge has the property ever suffered from flood, subsidence, heave or landslip

YES NO

If YES, please provide details

Are there any trees within ten metres of the property

YES NO

If YES, please provide details

Please provide details of any claims or losses which have affected the property during the last 5 years

Name of the existing or previous insurer if known

Please confirm building insurance premium paid last year exc. IPT £

Interest to be noted on the policy

Insurance Disclosure

Please note that it is your duty to disclose any information that might influence the insurers/ re-insurers in fixing the premium or determine whether to accept the risk. Please provide as much information as possible. If the information is unknown then please state unknown.

Other Information

Date: / / Name (Print in BLOCK CAPITALS)