



HERITAGE PENSIONS

PROPERTY TRANSFER IN QUESTIONNAIRE

Name of SSAS _____

PLEASE RETURN THIS FORM TO:

Heritage Pension Administration Limited
6 Doolittle Mill
Froghall Road
Amphill
Bedfordshire
MK45 2ND

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Parties to the Transaction

Member(s) and Trustee(s) details

Please complete the details below for additional Members/other parties on a photocopy of this page

Name

Same % share as the SSAS common fund; or % transfer in %

Name

Same % share as the SSAS common fund; or % transfer in %

Name

Same % share as the SSAS common fund; or % transfer in %

Other parties

transfer in %

Total

Member(s) and Trustee(s) solicitor's details

Heritage has negotiated special rates with MacIntyre Law. Details of their fees and services are included in Section 6. We will instruct MacIntyre Law to act for the Trustees unless you prefer we instruct an alternative firm of solicitors.

Please confirm

I would like Heritage to instruct MacIntyre Law

Yes

No

If No, I would like Heritage to instruct the following firm of solicitors

Solicitor's name

Solicitor's firm

Address

Postcode



Email address

Telephone numbers

Office

Mobile

Transferring scheme detailsContact name of
transferring scheme

Name of transferring scheme

Address

Postcode

Email address

Telephone numbers

Office

Mobile

Type of transferring scheme

SIPP

SSAS

Other

If Other, please provide details

Transferring Scheme's solicitor's details

Solicitor's name

Solicitor's firm

Address

Postcode

Email address

Telephone numbers

Office

Mobile



2 Property Details

General details

Address

	Postcode

Is the property freehold?

Yes No

Is the property leasehold?

Yes No

If leasehold

Start date of lease

End date of lease

Number of years left on lease

Ground rent payable

£

What is the property used for?

Shop Office Warehouse Factory

Land Hotel Public House Other

Is any part of the property residential?

Yes No

If any part of the property consists of residential elements it will most likely be considered by HMRC as an unauthorised investment and a tax charge will apply (there are a few exceptions).

Does the property contain asbestos?

Not Known Yes No

If Yes, is there an asbestos management plan (AMP) in place?

Yes No

If an AMP is in place, please provide a copy

An AMP is a legal requirement under regulation 4 of the Control of Asbestos Regulations 2012 for any workplaces liable to contain asbestos.

Is the property subject to a green deal loan?

Yes No

If Yes, please provide details

Is the property subject to an Energy Performance Certificate (EPC)?

Yes No

If Yes, please provide a copy



Insurance

The property must be suitably insured prior to the transfer. We can request a quotation from Home Counties Insurance Services who are a local firm of insurance brokers. If this is required, please complete Section 8 Home Counties Insurance quotation form.

I would like Heritage to arrange a quotation for insurance

Yes

No

If No, I will arrange insurance with the following firm and provide a copy of the insurance policy.

Contact's name

Insurance company

Address

Postcode

Email address

Telephone numbers

Office

Mobile

Please note that if the property is insured under a block policy arrangement the cover will cease at the point of transfer.

But if there is insurance cover that will continue after the transfer please provide a copy of the insurance policy.

Lease

A new lease agreement is required unless there is an existing lease that will continue. Heritage has negotiated with MacIntyre Law special rates. Details of their fees and services are included in Section 6. To instruct MacIntyre Law please complete Section 7 - MacIntyre Law Lease Questionnaire.

Is there an existing lease that will continue?

Yes

No

If Yes, please provide a copy. If No, a new lease will be required.

I would like to instruct MacIntyre Law

Yes

No

If No, I would like Heritage to instruct the following firm of solicitors

Solicitor's name

Solicitor's firm

Address

Postcode



Email address

Telephone numbers Office Mobile

Tenant details

Please complete the details below for each Tenant if there is more than one on a photocopy of this page.

Contact name

Name of firm

Address

Postcode

Email address

Telephone numbers Office Mobile

Is the tenant connected to the Member(s) or Trustee(s)? Yes No

Occupation of tenant

Rent receivable £

Rent frequency Next rent review date

Property management details

If the property is managed by an individual/firm

Contact name

Name of firm

Address

Postcode

Email address

Telephone numbers Office Mobile

Is the property manager connected to the Member(s) or Trustee(s)? Yes No



3 Property Costs

Transfer price

The Transfer price is £

VAT

Is the property currently registered for VAT? Yes No

If Yes, please confirm the current VAT registration number

I instruct Heritage to register the pension scheme and opt to tax the property for VAT Yes No

If No, I would like to instruct an alternative individual/firm (Details provided below)

I instruct Heritage to complete all VAT returns Yes No

If No, I would like Heritage to instruct an alternative individual/firm (Details provided below)

Contact name

Name of firm

Address

Postcode

Email address

Telephone numbers Office Mobile

Borrowing

Contact name of lender

Name of lender

Address

Postcode



Email address

Telephone numbers Office Mobile

Amount of loan outstanding £

Interest rate payable on loan Term of loan

Repayment details

Is there any connection between the lender and the Member(s)? Yes No

4 Heritage Property Fees & Services

Please tick which of the following services are required

Transfer in of in-specie property	<i>using our solicitor</i>	£745	<input type="checkbox"/>
	<i>using client's solicitor</i>	£855	<input type="checkbox"/>
Annual property administration	<i>per tenant</i>	£250	<input type="checkbox"/>
Transfer in of in-specie land	<i>using our solicitor</i>	£645	<input type="checkbox"/>
	<i>using client's solicitor</i>	£755	<input type="checkbox"/>
Annual property administration land only	<i>per tenant</i>	£195	<input type="checkbox"/>
Scheme VAT registration	<i>if applicable</i>	£310	<input type="checkbox"/>
Annual fee for completion of quarterly VAT returns		£310	<input type="checkbox"/>
Insurance renewal		£165	<input type="checkbox"/>
Mortgage establishment		£295	<input type="checkbox"/>
Mortgage final repayment		£295	<input type="checkbox"/>
Annual mortgage administration	<i>per mortgage</i>	£180	<input type="checkbox"/>
Review of new or renewed lease	<i>using our solicitor</i>	£165	<input type="checkbox"/>
	<i>using client's solicitor</i>	£320	<input type="checkbox"/>

VAT is payable on all fees



The annual property administration fees include the following services:

- Regulatory reporting on property owned within the pension
- Property correspondence
- Issue of rental invoices
- Additional property record keeping
- Payment of property invoices
- Technical support

Heritage fees do not include the following services:

- Solicitor fees including MacIntyre Law if appointed
- Stamp duty and other property related taxes
- Mortgage costs
- Valuation costs
- Insurance costs

5 Member(s) and Trustee(s) Authorisation & Declaration

- a** I/We hereby authorise Heritage Pensions Limited to transfer in the above property for my/our SSAS.
- b** I/We understand that Heritage Pensions Limited will not be liable for any claim concerning the suitability of the property for investment purposes, nor for any loss or the performance arising from the investment.
- c** I/We accept responsibility for arranging the refinancing of any existing borrowing secured against the property.
- d** I/We accept responsibility for all tax aspects (including VAT) of the transaction.
- e** I/We request that Heritage Pensions Limited appoints the parties detailed in this questionnaire.
- f** I/We acknowledge that in the event of the property purchase not proceeding for whatever reason, I/we will meet all of the costs incurred up to that point.
- g** I/We declare that every statement made in this questionnaire is to the best of my/our knowledge and belief true and complete.
- h** I/We acknowledge that Heritage Pensions Limited will have the right to sell the property if required at any point in the future to pay costs associated with the property in the event that there are insufficient funds available in the SSAS to meet such costs.

Signed by the
Member(s) and Trustee(s)*

Name

Dated

* All Members and Trustees to sign



6 MacIntyre Law Fees & Services

Transfer of in-specie property

Property value up to £500,000	£723
Property value in excess of £500,000	£827
Additional costs for leasehold property	£415
Additional costs for a mortgage	£415
Preparing a new lease	£827

VAT is payable on all fees

7 MacIntyre Law Lease Questionnaire

Please provide the following information.

Length of term for the lease years months

Commencement date for rent

We will assume from the date of purchase unless advised differently

Rent review date

We will assume every three years unless advised differently

Is there a requirement for assignment or subletting? Yes No

Is there a requirement to exclude the lease from the Landlord & Tenant Act 1954? Yes No

A tenant generally has the right to renew its lease at the end of the lease term if it is in occupation of the premises for the purpose of its business. However, the landlord and the tenant can agree to 'contract out' so that the tenant will not have the benefit of the statutory right to a new lease.

Intended use of the property



Will there be a guarantor?

Yes

No

The standard terms will include a full repairing and insuring lease

8 Home Counties Insurance Quotation Form

Please provide the following information

Start date for insurance cover

We will assume from the date of exchange unless advised differently

Current insurer if known

Target premium

£

Is the property well maintained and in good order?

Yes

No

If No, please provide details on a separate sheet

Current value of the property

£

Rebuild value

£

Property description

Detached

Semi

Terrace

Construction of walls e.g. brick, concrete, metal

Construction of roof e.g. tiles, metal

Is the roof pitched?

Yes

No

Are there any insulation panels?

Yes

No

If Yes, please provide details of the make and panel specification if known box

How many storeys?

Approximate age of property

years

Is there any evidence of subsidence?

Yes

No



Type of heating e.g. gas, electric, oil, solar of the property?

When was the electricity system last inspected?

Is there a current IEE certificate?

Yes

No

What is the intended use

Shop

Office

Warehouse

Factory

Land

Hotel

Public House

Other

Is terrorism cover required?

Yes

No

Please provide details of the occupation of all tenants

Has there been any claims made for the property in the last five years?

Yes

No

If Yes, please provide details on a separate sheet to include the nature of the claim, date and amount paid.

The standard terms will include:

- Costs of rebuild (with a minimum of 15% inflation protection from the outset)
- 36 months loss of rent
- Property owners' liability of up to £5m
- Cover for all commercial risks including theft and subsidence

