

SIPP Property Information Form

Tax Year 2023/24


Important information

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

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 propertyadministration@jameshay.co.uk
- By post to James Hay, Suite 202 Warner House, 123 Castle Street, Salisbury, SP1 3TB.

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

If more than one property is held in your SIPP, 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 03455 212 414.

SIPP member name	<input type="text"/>		
SIPP member number	<input type="text"/>	SIPP property reference number	<input type="text"/>
Property address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	Postcode		
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		

1 Property information - Rent during the 2023/24 tax year

During the 2023/24 tax year (6 April 2023 to 5 April 2024) what was the total rent due and paid for the property for each tenant?

Tenant 1		Annual		Actual rent
Full name	<input type="text"/>	rent due	£ <input type="text"/>	received
				£ <input type="text"/>
Is the tenant a connected party?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>	
Tenant 2		Annual		Actual rent
Full name	<input type="text"/>	rent due	£ <input type="text"/>	received
				£ <input type="text"/>
Is the tenant a connected party?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>	
Tenant 3		Annual		Actual rent
Full name	<input type="text"/>	rent due	£ <input type="text"/>	received
				£ <input type="text"/>
Is the tenant a connected party?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>	

1 Property information - Rent during the 2023/24 tax year (cont.)

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

Is the tenant a connected party? Yes No

For further information on a connected party/person please read the Commercial Property Purchase and Maintenance Guide, which can be found in the relevant Literature section of our website www.jameshay.co.uk

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 2023/24 tax year? Yes No

If **Yes** please provide details and specific dates of vacant periods:

Please note that we do not permit vacant properties to be held in the SIPP, as they should be viable, incoming-producing investments. Please provide us with evidence the property is being marketed for a tenant so that we may record this. If this is not the case, please confirm what the intention is for the property going forward, using the box above.

Please note that it is also your responsibility to notify the insurers should any part, or all, of the property be vacant or become vacant.

If the property is vacant, the SIPP remains responsible for the payment of utilities, empty rates etc. Please ensure there is a sufficient cash balance available within the SIPP to cover these outgoings.

3 Lease details

Please provide copies of all current leases when returning this form. If there is not a formal lease agreement in place, please contact us as a formal agreement is required.

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

If the lease is to a connected tenant it is imperative that it is renewed in order to ensure continued compliance.

Please note that if the property is used by you or someone connected to you and rent is not paid on commercial terms, an unauthorised benefit tax charge may be levied against you personally and against the SIPP. These charges may also apply if rent is paid to you personally and not passed onto the SIPP.

4 Energy Performance Certificate (EPC)

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 the building is exempt please provide the appropriate evidence and confirm that the exemption has been registered accordingly.

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

If there is no EPC in place for the property, or if it has expired or received a rating lower than 'E', please note that a new EPC is required.

With effect from 1 April 2023, Minimum Energy Efficiency Standard (MEES) regulations were extended so that commercial property landlords are not permitted to let, or continue to let, any buildings which have an EPC rating of F or G in England and Wales. For properties in Northern Ireland and Scotland please refer to appropriate government requirements.

If the rating is below 'E', please contact us immediately as works will be required on the property to improve the rating.

5 Property insurance

As Trustee we require a copy of the insurance policy every year when it is renewed.

Is the property insured on the James Hay block policy? Yes No

If **No** please ensure a copy of the policy is enclosed/attached with this form.

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.

6 Property use

During the 2023/24 tax year, has the use of the property changed? Yes No

If **Yes** please provide details:

During the 2023/24 tax year, have any works been done on the property (such as repairs, structural work, landscaping)?

Yes No

If **Yes** please provide details:

7 Property sale

During the 2023/24 tax year, was any part of the property sold? Yes No

If **Yes** please provide details:

8 Property valuation

A Royal Institute of Chartered Surveyors (RICS) Redbook valuation report is required at least every five years to ensure that the asset value for the pension fund is accurate, the investment is seen a fully compliant, and to confirm the insurance cover is adequate. If the last RICS Redbook valuation is more than five years old, please arrange for a new valuation.

What is the most recent value of the property that was provided by a RICS qualified surveyor?

£

What date was this RICS valuation of the property undertaken?

Please provide a copy of the valuation report, if not already provided, which should be addressed to the relevant Trustee(s) of your Product.

If you need to arrange a new valuation report we require the valuer to confirm the following - Open Market Rent, Open Market Value subject to any occupational lease, a reinstatement figure (not applicable to land only), and an OS style site plan. The report and invoice needs to be addressed to the relevant Trustee and we will pay for the invoice from SIPP funds.

9 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

10 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

Please note we require the following documents to be provided with a copy of the fully completed form, where appropriate.

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

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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