



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 Partnership, 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"/>	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"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Member number	<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"/>	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 [D D M M Y Y Y Y]

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 [D D M M Y Y Y Y]

Telephone (home) []

Telephone (business) []

Email []

National Insurance number [][][][][][]

Member number []

Do you currently own a property in your SIPP? Yes [] No []

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 headlease attached or was supplied previously?

Yes [] No []

If leasehold, annual ground rent

£ []

Does the property include multiple tenants/occupiers?

Yes [] No []

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

[]

Approximate age of the property

[] Years

Purchase price (excluding VAT)

£

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

Does the property include any residential living accommodation?

Yes No

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.

3 Existing lease information (where the property is already let and the lease is to continue after the purchase)

Applicant to complete

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

Postcode

What is the nature of the tenant's business?

Is the tenant fully VAT registered?

Yes No

Telephone

If so, what percentage of this VAT is recoverable?

%

Rent amount per annum £

Frequency £

Copy of lease attached or supplied previously

Yes No

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

Postcode

If so, what percentage of this VAT is recoverable?

%

Telephone

Tenant's solicitors

Rent amount per annum £

Address

Postcode

Proposed start date of lease

Telephone

Proposed end date of lease

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

Vendor's full name

Telephone

Address

Vendor's agent's name

Address

Telephone

Telephone

Vendor's solicitor's name

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

Yes No

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

Address

Please remember that no more than 50% of net fund value can be borrowed.

Is a loan required?

Yes No

Please supply a copy of the offer if available. If a loan is required please state:

Bank or Building Society

Contact name

Address

Postcode

Telephone

Amount of loan

£

Term

Interest rate

Periodic repayment amount

£

Repayment frequency

Amount of VAT loan (if appropriate) which must be taken into account for the borrowing limits

£

Balance of funds will be provided from the following sources, i.e. transfers and contributions:

Source

Amount

Source	Amount
<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"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>

Customer's percentage share

Please specify the customer's intended percentage shares in the property. This must reflect your respective contributions towards the purchase price.

Name

Share

<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"/> %
<input type="text"/>	<input type="text"/> %

Appointed RICS qualified surveyor:

Please note: The Surveyor should be instructed by you on our behalf.

Name

Telephone

Address

Postcode

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.

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. 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 can confirm that I have included the following with the questionnaire:

- | | | | |
|--|--------------------------|---|--------------------------|
| 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"/> | OR | |
| 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).

"James Hay Partnership" is the trading name of Nucleus Group Services Limited (NGSL) (registered in England, number 02538532); James Hay Services Limited (JHS) (registered in Jersey, number 77318); IPS Pensions Limited (IPS) (registered in England, number 02601833); James Hay Administration Company Limited (JHAC) (registered in England, number 04068398); James Hay Pension Trustees Limited (JHPT) (registered in England, number 01435887); James Hay Wrap Managers Limited (JHWM) (registered in England, number 04773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England, number 07259308); PAL Trustees Limited (PAL) (registered in England, number 01666419); Sarum Trustees Limited (SarumTL) (registered in England, number 01003681); The IPS Partnership Limited (IPSP) (registered in England, number 01458445); Union Pension Trustees Limited (UPT) (registered in England, number 02634371).

NGSL, IPS, JHAC, JHPT, JHWM, JHWNC, PAL, SarumTL, IPSP, UPT have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. JHS has its registered office at Aztec Group House, IFC6, The Esplanade, St Helier, Jersey, JE4 0QH. JHAC, JHWM, IPS, IPSP, are authorised and regulated by the Financial Conduct Authority. NGSL, IPS, IPSP, PAL, UPT, JHWM, JHPT, JHAC, SarumTL and JHS are members of a VAT group with VAT registration number 514 0358 80. All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at nucleusfinancial.com. (12/24)