

# IVCM Heritage SIPP

## Property Purchase Questionnaire

The IVCM Heritage SIPP is operated and administered by PSG SIPP Limited.

The asset trustee for the IVCM Heritage SIPP is Heritage Trustees Limited.

An agreement is in place between PSG SIPP Limited and IVCM whereby certain administrative functions in respect of the IVCM Heritage SIPP are outsourced to and undertaken by IVCM.

**PSG SIPP Limited**

6 Doolittle Mill  
Froghall Road  
Amphill, Bedfordshire  
MK45 2ND

PSG SIPP Limited is authorised and regulated by the Financial Conduct Authority with registration number 514654.

PSG SIPP Limited is a wholly owned subsidiary of Basi and Basi Financial Planning Limited.

# CONTENTS

SECTION	INTERNAL USE
1 Parties to the Transaction	<input type="text"/>
2 Property Details	<input type="text"/>
3 Property Costs	<input type="text"/>
4 PSG SIPP Limited Property Fees and Services	<input type="text"/>
5 Member(s) and Trustee(s) Authorisation and Declaration	<input type="text"/>
6 MacIntyre Law Fees and Services	<input type="text"/>
7 MacIntyre Law Lease Questionnaire	<input type="text"/>
8 Home Counties Insurance Quotation Form	<input type="text"/>

# 1 Parties to the Transaction

## Purchaser(s)

Please add details of each purchaser and their % share in the property

Name	<input type="text"/>		
SIPP Reference	<input type="text"/>	% share	<input type="text"/>
Name	<input type="text"/>		
SIPP Reference	<input type="text"/>	% share	<input type="text"/>
Name	<input type="text"/>		
SIPP Reference	<input type="text"/>	% share	<input type="text"/>
Other parties	<input type="text"/>	% share	<input type="text"/>

## Purchaser's solicitor

PSG SIPP Limited has negotiated special rates with MacIntyre Law. Details of their fees and services are included in Section 6. An environmental screening report will be requested. If this raises any concerns these must be resolved before proceeding.

I would like PSG SIPP Limited to instruct MacIntyre Law Yes  No

If No, I would like PSG SIPP Limited to instruct the following firm of solicitors

Name of firm	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Contact	<input type="text"/>		
Email address	<input type="text"/>		
Telephone numbers	Office <input type="text"/>	Fax	<input type="text"/>

**Vendor**

Name

Address

Postcode

Email address

Telephone numbers Office  Mobile

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

**Vendor's solicitor**

Name of firm

Address

Postcode

Contact

Email address

Telephone numbers Office  Fax

## 2 Property Details

Address of property to be purchased


 Postcode 

Is the property freehold?  or leasehold?

If leasehold Start date of lease

End date of lease

Number of years left on lease\*

Ground rent payable £

\* If the property is leasehold the term of the lease remaining must be greater than 50 years. Anything less and HMRC will consider the investment a wasting asset and an unauthorised tax charge will apply.

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

Please provide photographs of the property or the details produced by the selling agent.

**Property valuation**

If any party to the transaction is connected to the Member(s) or Trustee(s) an independent valuation is necessary to confirm the arrangements are being conducted at arms-length and on commercial terms. The valuation should be undertaken by a suitably qualified firm or individual, e.g. a Member of the Royal Institution of Chartered Surveyors.

I would like PSG SIPP Limited to arrange a valuation

Yes

No

If No, I would like PSG SIPP Limited to instruct the following valuer

Name of firm

Address




Postcode

Contact

Email address

Telephone numbers

Office

Fax

**Insurance**

The property must be suitably insured prior to the purchase. 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 Services Quotation Form.

I would like PSG SIPP Limited 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.

Name of firm

Address




Postcode

Contact

Email address

Telephone numbers

Office

Fax

**Lease**

A new lease agreement is required unless there is an existing lease that will continue. PSG SIPP Limited has negotiated special rates with MacIntyre Law. Details of their fees and services are included in Section 6.

Is there an existing lease that will continue? Yes  No

If Yes, please provide a copy.

If No, a new lease is required

I would like to instruct MacIntyre Law Yes  No

If No, I would like PSG SIPP Limited to instruct the following firm of solicitors.

Name of firm

Address

Postcode

Contact

Email address

Telephone numbers Office  Fax

**Tenant details**

Name of firm

Address

Postcode

Contact

Email address

Telephone numbers Office  Mobile

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

If Yes, an independent rental valuation is required to identify the market rent that must be paid.

If there is more than one tenant please provide details on a separate sheet

**Property manager details**

Name of firm

Address

Postcode

Contact

Email address

Telephone numbers Office  Mobile

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



## 3 Property Costs

### Purchase price

The purchase price is £

### VAT

Is VAT payable on the purchase price? Yes  No

If Yes, please add the current VAT registration number

Is the transaction to be treated as a Transfer of Going Concern (TOGC)\*? Yes  No

\* To be considered a TOGC there must be an ongoing tenancy in place.

The pension scheme must be registered for VAT prior to exchange. This can typically take from four to six weeks.

I instruct PSG SIPP Limited to register the pension scheme and opt to tax the property for VAT and complete all VAT returns Yes  No

If No, I would like PSG SIPP Limited to instruct the following individual/firm

Name of firm

Address

Postcode

Contact

Email address

Telephone numbers Office  Mobile

### Funding

Will there be any borrowings? Yes  No

The maximum borrowings permitted is 50% of the pension scheme net fund value immediately prior to the purchase.

If Yes, how much is proposed to be borrowed? £

**Please provide details of the lender**

Name of lender

Address

Postcode

Contact

Email address

Telephone numbers

Office

Mobile

If there is more than one party buying the property please provide the details of the funding for each party.

Is the lender connected to the Member(s) or Trustee(s)?

Yes

No

# 4 PSG SIPP Limited Property Fees and Services

Please tick which of the following services are required

Property purchase	<i>using our solicitor</i>	£795	<input type="checkbox"/>
	<i>using client's solicitor</i>	£900	<input type="checkbox"/>
Annual property administration	mandatory, <i>per tenant</i>	£525	<input type="checkbox"/>
Land purchase	<i>using our solicitor</i>	£695	<input type="checkbox"/>
	<i>using client's solicitor</i>	£800	<input type="checkbox"/>
Annual property administration land only	mandatory, <i>per tenant</i>	£185	<input type="checkbox"/>
Joint ownership property agreements		£160	<input type="checkbox"/>
Annual joint ownership property administration	<i>per Member</i>	£115	<input type="checkbox"/>
Variation of % of property ownership		£165	<input type="checkbox"/>
Scheme VAT registration	<i>if applicable</i>	£300	<input type="checkbox"/>
Annual fee for completion of quarterly VAT returns		£300	<input type="checkbox"/>
Insurance renewal		£165	<input type="checkbox"/>
Mortgage establishment		£290	<input type="checkbox"/>
Mortgage final repayment		£290	<input type="checkbox"/>
Annual mortgage administration	<i>per mortgage</i>	£170	<input type="checkbox"/>
Review of new or renewed lease	<i>using our solicitor</i>	£155	<input type="checkbox"/>
	<i>using client's solicitor</i>	£310	<input type="checkbox"/>
Sale of property		£595	<input type="checkbox"/>
Sale of land		£495	<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

**PSG SIPP Limited fees do not include the following services:**

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

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

- a** I/We hereby authorise PSG SIPP Limited to purchase the above property for my/our SIPP.
- b** I/We understand that PSG SIPP 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 PSG SIPP 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 PSG SIPP 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 SIPP to meet such costs.

All Members and Trustees must sign for joint purchases

Signature

Name

Dated

Signature

Name

Dated

Signature

Name

Dated

Signature

Name

Dated

Signature

Name

Dated

For internal use

Is the property an authorised investment?

Yes

No

Is there adequate proof of funding?

Yes

No

# 6 MacIntyre Law Fees and Services

## Freehold property purchase

Property value up to £500,000	£1,016
Property value between £500,000 and £1m	£1,224
Property value between £1m and £2m	£2,056
Property value in excess of £2m	0.20% of the value

*Note: £4m is the limit of indemnity*

Additional costs for leasehold property	£415
Additional costs for a mortgage	£415

## Transfer in specie

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

## Property sale

Property value up to £500,000	£912
Property value between £500,000 and £1m	£1,060
Property value between £1m and £2m	£1,560
Property value in excess of £2m	£1,976

*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 form the Landlord and 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 Services 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

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

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