

small self-administered schemes and family pension trusts

## property information schedule

scheme details

Name of Scheme

Scheme Reference Number  
(if known)

**Please complete the Property Information Schedule in full using BLOCK CAPITALS and dark ink. There are notes to help you. Any omission could delay the proposed property transaction.**

**On completion, please arrange for all the Trustees to sign and date the Declaration before returning it to us. If borrowing is required to help fund the property purchase, please ensure that a completed Borrowing Information Schedule is returned at the same time.**

**The information supplied will be held in the strictest confidence and subject to the provisions of Data Protection Legislation.**



Rowanmoor Pensions



## the property

Please provide the full address of the property the trustee(s) propose to purchase.

Please provide a brief description of the property, e.g. land for development, shop, factory, warehouse, office, etc.

If the property is leasehold please provide the name and address of the landlord and details of the lease.

Please complete if the intended use is different from the description given above.

If the land is for development, please provide the name and address of the individual/company who has been awarded the contract to develop it.

Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide for the definition of a connected party. Where there is a connection, independent quotations will be required from three different contractors (including the connected party) to ensure all work is carried out on a commercial basis.

If you have ticked 'YES' in the box opposite, please provide a copy of the survey.

Address of the Property

	Postcode

Estimated date of exchange of contracts

D	D	M	M	Y	Y
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Description of the Property

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Is the property freehold or leasehold?

Freehold

Leasehold

Name

--

Address

	Postcode

Telephone Number  
(inc. STD code)

--

Fax Number  
(inc. STD code)

--

Email

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What is the commencement date of the existing lease?

D	D	M	M	Y	Y
---	---	---	---	---	---

What is the outstanding term of the lease?

	years
--	-------

Under the terms of the lease what is the current annual rent to be paid by the tenant?

£	
---	--

What is the approximate construction date of the property?

SINCE 1999

1950 - 1998

PRE 1950

What is the property currently used for?

--

What is the intended use of the property e.g. land for development, shop factory, warehouse, office, etc?

--

If the purchase is land for development, has planning permission been obtained to build on the land?

YES

NO

Name

--

Address

	Postcode

Telephone Number  
(inc. STD code)

--

Fax Number  
(inc. STD code)

--

Email

--

Is there any connection between the developer and any participating employer and/or the trustees?

YES

NO

If 'YES', please provide details of the connection

--

To the best of your knowledge has the site ever been subject to a full environmental survey?

YES

NO

**the property**  
(continued)

Will the intended use, or has any previous use, involved any process, or material that could reasonably be construed as a potential pollutant?  YES  NO

If 'YES', please provide **full** details

Are there any known claims or incidents of an environmental nature in respect of the property or any surrounding property?  YES  NO

If 'YES', please provide any details available

Is the property located in a residential area?  YES  NO

If yes, is there any Plant being used at the property?  YES  NO

Is the site located on or near a waterway?  YES  NO

The asbestos management plan is:  Attached to this schedule  With the solicitor

Rowanmoor Pensions will need a copy of the asbestos management plan (AMP) before contracts can be exchanged.

The vendor will be expected to supply a copy of an Energy Performance Certificate or Display Energy Certificate for the building, if appropriate, in accordance with the Energy Performance of Buildings (Certificates and Inspections) Regulations. For more information please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide.

What Energy Performance Certificate will the vendor supply?

Energy Performance Certificate  Display Energy Certificate  None

If 'NONE', please provide the reason below:

**financing the purchase**

A professional independent survey report and valuation carried out by a RICS qualified surveyor will be required to support the purchase price and ensure that the property is an acceptable investment. This must not be more than six months old and must be addressed to the trustees. Rowanmoor Pensions has specific requirements for the contents of a report, please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide.

Purchase Price (net)

Fees and disbursements

If the purchase price is subject to VAT please confirm the amount of VAT to be added.

TOTAL

If you have ticked 'YES' opposite, please provide the name and address of the person who will be completing your VAT returns. For further information on registering for VAT please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide.

Are the trustees to register for VAT?  YES  NO

Name

Address



Postcode

Telephone Number (inc. STD code)  Fax Number (inc. STD code)

Email

## financing the purchase (continued)

Please indicate the proposed method(s) of funding the purchase.

If borrowing is required, please also return a completed Borrowing Information Schedule.

Balance of funds will be provided from the following sources:

Contribution(s)

Encashment of existing investments

Borrowing

Transfer from other pension arrangement(s)

Existing cash

Other (please specify)



TOTAL

If you are borrowing to finance the purchase, please provide the contact name, company name and address of the lender.

Contact Name

Company Name

Address





Postcode

Telephone Number  
(inc. STD code)

Fax Number  
(inc. STD code)

Email

## the vendor

Please provide the name and address of the vendor.

Name

Address





Postcode

Telephone Number  
(inc. STD code)

Fax Number  
(inc. STD code)

Email

Please note that connected party transactions have specific requirements set by Her Majesty's Revenue and Customs (HMRC).

Is the vendor in any way connected to the members, trustees or any participating employer?

YES

NO

If 'YES', please provide details of the connection below:

Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide to determine whether there is a connection.

Please provide the contact name, company name and address of the vendor's solicitor.

VENDOR'S SOLICITOR

Contact Name

Company Name

Address





Postcode

Telephone Number  
(inc. STD code)

Fax Number  
(inc. STD code)

Email

## the tenant

Is the property subject to an existing lease? If so, please provide the name of the current tenant and a copy of the lease.

If 'NO', please provide the name of the proposed tenant if different from above.

If the property is to be leased to a connected party the rental valuation must support the rental value set in the lease. A professional independent valuation carried out by a RICS qualified surveyor will be required in all cases. This must not be more than six months old.

Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide to determine whether there would be considered a connection.

Please note that connected party transactions are subject to specific requirements set by HMRC. For more information please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide.

## your solicitor

Please provide the contact name, company name and address of the solicitor acting for the trustees.

If you do not have a solicitor, you may wish to appoint a solicitor we deal with regularly for scheme property transactions. Please refer to the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide.

## insurance

Rowanmoor Pensions has agreed a facility through Lockton Companies International Limited, to provide insurance cover. The cover will be comprehensive and competitively priced.

Please complete a quotation request form in order to receive your quote.

**Should you decide not to accept this property insurance quotation, through Rowanmoor Pensions, you must provide us with insurance company details and a copy of your existing policy documentation so that, as independent trustee, we may review the cover to ensure it is appropriate and that Rowanmoor Trustees Limited's interest is/will be noted. As independent trustee, we have an obligation to ensure that cover is in force. Failure to provide appropriate evidence, will mean that Rowanmoor Pensions will effect cover, at a cost to you. Exchange of contracts cannot take place until appropriate insurance has been shown to be in place.**

Name

Is the property to be leased back to any connected party?

YES

NO

Name

Please confirm the nature of the business of the existing/proposed tenant

If the proposed tenant is not a participating employer, please confirm whether they are in any way connected to the scheme members, trustees or participating employer.

YES

NO

If 'YES', please detail the connection below:

Contact Name

Company Name

Address

Telephone Number (inc. STD code)  Postcode

Fax Number (inc. STD code)

Email

Tick below if you wish to appoint:

Trethowans (if your scheme is administered from our Salisbury offices.)

Garstangs (if your scheme is administered from our Bolton offices.)

### INSURANCE COMPANY

Contact Name

Company Name

Address

Telephone Number (inc. STD code)  Postcode

Fax Number (inc. STD code)

Email

Policy Number

## declaration

\*Only applicable if more than one trustee.

This is our standard Property Information Schedule upon which we intend to rely. For your own benefit and protection you should read the Rowanmoor Pensions SSAS and Family Pension Trust Commercial Property Guide carefully before signing. If you do not understand any point please ask for further information or seek independent advice.

To be signed by **all** of the trustees.

As a Trustee(s) of the scheme I/we confirm that:

I/We have taken written advice on the suitability of the investment, a copy of which is provided.

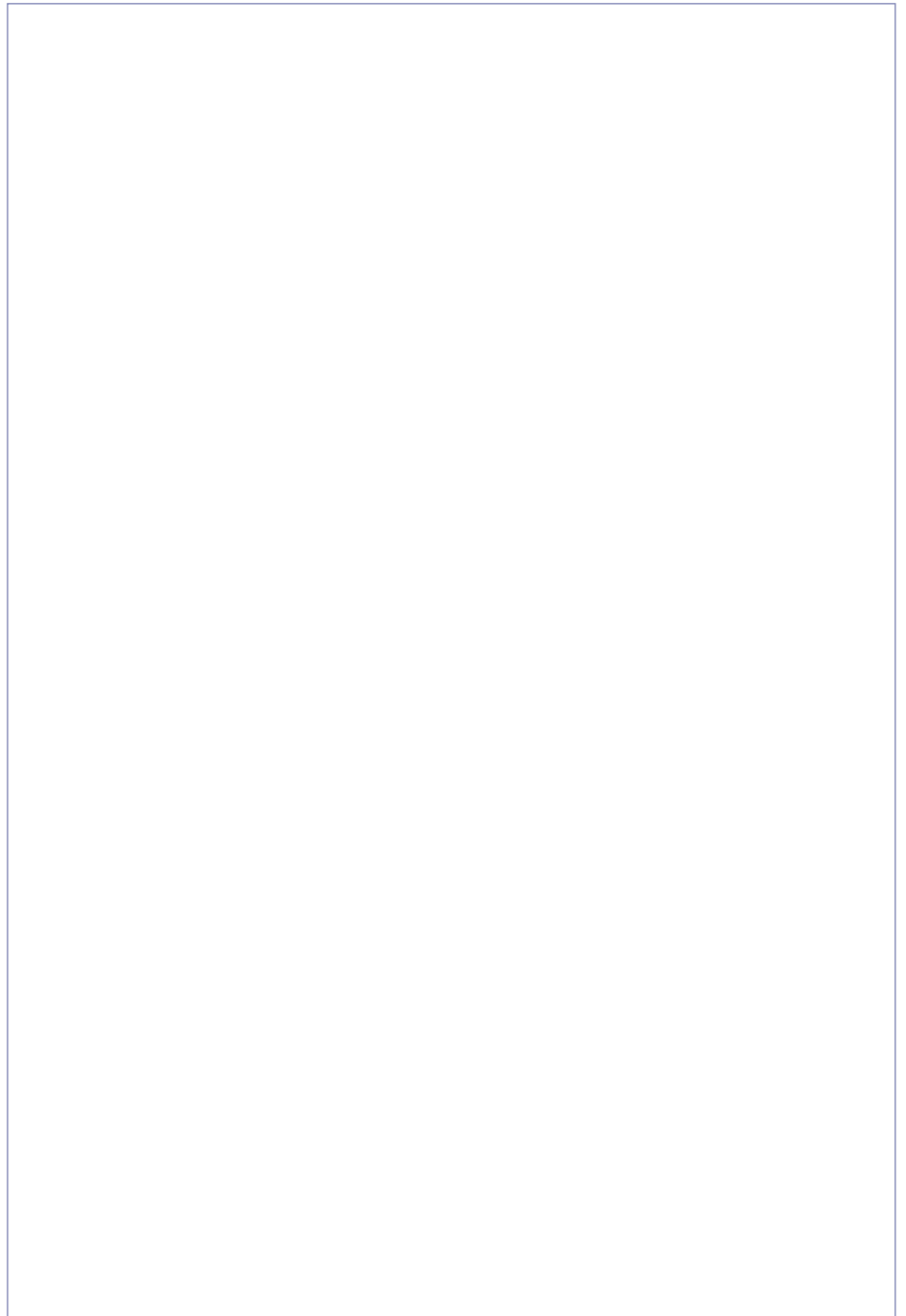
\*We hereby confirm our unanimous agreement to the proposed investment.

The above information is, to the best of my/our knowledge, true and complete and no material details have been omitted.

I/We authorise Rowanmoor Pensions to give and request information necessary to complete this transaction and comply with Her Majesty's Revenue and Customs legislation.

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

notes



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**ADMINISTRATION CENTRES**

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**CONSULTANCY OFFICES**

LONDON | BOLTON | BURGESS HILL | SALISBURY

Rowanmoor Pensions is a trading name of the Rowanmoor Group plc companies. Rowanmoor Group plc is registered in England (no. 5792242) at Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS.

**If you require this document in audio tape, large print, Braille or PC disc format, please telephone 08445 440 550 or fax 08445 440 500.**