



Property Information Schedule

SSAS and Family Pension Trust

Rowanmoor SSAS and Family Pension Trust
Commercial Property Guide
Property Information Schedule
Borrowing Information Schedule

This is part of a set of literature all of which should be read together if commercial property is being purchased through a small self-administered scheme (SSAS) or a Family Pension Trust (Family SIPP).

Name of Scheme	<input type="text"/>
Scheme Reference Number (if known)	<input type="text"/>

Please complete the Property Information Schedule in full using **BLOCK CAPITALS** and dark ink. There are notes to help you.

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

If borrowing is required to help fund the property purchase, please ensure that a completed Borrowing Information Schedule is returned at the same time.

This Property Information Schedule comprises the following sections. Please check that all required sections have been completed. Incomplete forms may cause delays in the proposed property transaction and we cannot be held responsible in such cases.

- Property Information Schedule**
Pages two to nine. To be completed and signed by all trustees.
- Indemnity**
Page eleven. To be completed and signed by all trustees.

The property

(continued)

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 note we require specific documentation to proceed with any development, contact us for details.

Please refer to the Rowanmoor 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.

Please provide as much detail as possible for the process or material involved e.g. fuel storage.

Please note if the premises are being, or have been, used for waste management or recycling they will not be acceptable as a scheme investment.

If Japanese knotweed is present, or has been present in the past, the purchase cannot proceed.

We will need a copy of the asbestos management plan (AMP) or appropriate evidence that one is not required, 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 SSAS and Family Pension Trust Commercial Property Guide.

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone Number (inc. area code)	<input type="text"/>	Fax Number (inc. area code)	<input type="text"/>
Email	<input type="text"/>		

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

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

Does the land contain, or has it ever contained, Japanese knotweed?

YES NO

Is the property located in a residential area?

YES NO

If 'YES', is there any Plant being used at the property?

YES NO

Does the property contain solar panels?

YES NO

Is the site located on or near a waterway?

YES NO

The asbestos management plan is: Attached to this schedule To follow Not required

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. We have specific requirements for the contents of a report, please refer to the Rowanmoor SSAS and Family Pension Trust Commercial Property Guide.

If any refurbishment work is anticipated please provide full details on a separate sheet of paper and attach it to this schedule.

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

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

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

We will require details of any other party/parties, who will be jointly purchasing the property, including their share, in the notes section on page ten.

Purchase Price (net) £

Fees and disbursements £

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

£

TOTAL £

Are funds required for any refurbishment work? YES NO

If 'YES', please confirm estimated amount including VAT:

£

Are the trustees to register for VAT? YES NO

Name

Address

Postcode

Telephone Number (inc. area code)

Fax Number (inc. area code)

Email

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 £

Is the property to be purchased with any other party/parties? YES NO

If 'YES' what share of the total cost is being met by the other party/parties?

%

The vendor

Please provide the name and address of the vendor.

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone Number (inc. area code)	<input type="text"/>	Fax Number (inc. area code)	<input type="text"/>
Email	<input type="text"/>		

Please note that connected party transactions have specific requirements set by HM Revenue & Customs (HMRC).

Please refer to the Rowanmoor 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.

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:

Vendor's Solicitor

Contact Name	<input type="text"/>		
Company Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone Number (inc. area code)	<input type="text"/>	Fax Number (inc. area code)	<input type="text"/>
Email	<input type="text"/>		

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.

Is the property subject to an existing lease?
 YES NO

If 'YES', confirm the name of the existing tenant and the nature of their business:

Current level of rent £ p.a.

Please provide the name of the proposed tenant if different from above.

If 'NO', confirm the name of the proposed tenant and the nature of their business:

Anticipated level of new rent £ p.a.

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

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.

If there is more than one tenant please give details in the notes section on page ten.

Is the existing or proposed tenant a connected party?
 YES NO

Your solicitor

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

Contact Name	<input type="text"/>		
Company Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone Number (inc. area code)	<input type="text"/>	Fax Number (inc. area code)	<input type="text"/>
Email	<input type="text"/>		

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 SSAS and Family Pension Trust Commercial Property Guide.

Tick below if you wish to appoint:

Rowanmoor Trustees Limited's retained solicitor

Insurance

Rowanmoor Property Insurance Policy will be arranged from exchange of contracts for all property investment in a Family Pension Trust and is mandatory. A quotation will be supplied for the Rowanmoor SSAS. Should the trustees of a SSAS wish to use an alternative insurance provider please complete the section opposite.

Should the member trustees of the SSAS decide not to accept this property insurance quotation, through the Rowanmoor Property Insurance Policy, they must provide us with details of the insurance company and a copy of their proposed 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 we will effect cover, at a cost to the member trustees. Exchange of contracts cannot take place until appropriate insurance is shown to be in place.

To be completed in all cases.

Insurance for properties must be in place from exchange of contracts.

This is the amount of rent set in the lease.

This is the contents of the building's communal areas, including for example, furniture, carpets and buildings management and security systems.

A standard cover limit of £10 million will apply. Please confirm the amount if you wish to increase this limit for an additional cost.

Please note that the policy is renewed annually on 1 May each year. Therefore, if establishing the policy mid-year the initial premium will be calculated on a pro rata basis. More details can be found in the Rowanmoor Property Insurance Policy Key Features document.

Insurance Company (SSAS only - if applicable)

Contact Name	<input type="text"/>		
Company Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone Number (inc. area code)	<input type="text"/>	Fax Number (inc. area code)	<input type="text"/>
Email	<input type="text"/>		
Policy Number	<input type="text"/>		

Building reinstatement value

Rent sum assured

Content sum assured (if applicable)

Insurance

(continued)

Please tick the box to confirm a photograph is attached.

Photograph attached

Is there going to be a mortgage attached to the property?

YES NO

Is the property currently occupied?

YES NO

If 'NO' is the property being actively marketed to let?

YES NO

What security measures does the property have?

If the property is vacant, what is its intended use?

If the property is vacant, when is it anticipated the property will be re-let?

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

Please confirm the construction details of the property.

You should be able to find this information in the property sales leaflet.

Floor construction Concrete Timber Steel

Other
(please indicate)

Roof construction Concrete Pitched tile Flat felt

Other
(please indicate)

Wall construction Brick Concrete Part brick/block

Corrugated metal Corrugated asbestos Part brick/tile

Other
(please indicate)

Frame construction Steel Concrete Part brick/block Brick

Other
(please indicate)

What is the age of the property?

Is the property listed?

YES NO UNKNOWN

If 'YES' what is the grade of listing?

Grade 1 Grade 2

Has the property ever suffered as a result of flood, subsidence, landslip or heave?

YES NO UNKNOWN

Is the property built on made up ground?

YES NO UNKNOWN

Please confirm the number of storeys the property has.

Does the property have an atrium?

YES NO UNKNOWN

Are sprinklers installed and operational?

YES NO UNKNOWN

Are there any cooking facilities?

YES NO UNKNOWN

If 'YES', please provide details of the facilities.

Is an automatic sprinkler system installed and maintained in accordance with The Loss Prevention Council Rules for Automatic Sprinkler Installations 29th Edition?

Insurance

(continued)

Is the cooking and extraction equipment regularly inspected and maintained by a competent person or firm?

If 'YES', is the cooking and extraction equipment maintained?

YES NO UNKNOWN

Are there any composite panels?

YES NO UNKNOWN

If 'YES', where are they located and are they LPCB (Loss Prevention Certification Board) approved?

Please provide details of any trees located on or near the property.

Please ensure this box is completed by entering 'NONE', 'NO KNOWN CLAIMS' or full details of any claim made.

Please provide details of any claims or losses which have affected the property during the last 5 years.

Please confirm the name of the existing or previous insurer if known.

Please confirm building insurance premiums paid for the last 5 years if known.

D	D	M	M	Y	Y	£	<input type="text"/>
D	D	M	M	Y	Y	£	<input type="text"/>
D	D	M	M	Y	Y	£	<input type="text"/>
D	D	M	M	Y	Y	£	<input type="text"/>
D	D	M	M	Y	Y	£	<input type="text"/>

Optional cover

Please tick the boxes to indicate if you require the optional cover shown opposite for an additional cost.

This will usually only be applicable if there are communal areas within the building and is usually covered within the lease. However, if the service charge is agreed outside of the lease please confirm the amount of the sum assured required.

Terrorism insurance

YES NO

Employer's liability

YES NO

Service charge sum assured (if applicable)

£

Service charge indemnity period

months

Additional insurances

As an additional service, Lockton Companies International Limited is able to offer engineering insurance and engineering inspection on lifts and boilers separate to this policy. Please tick to confirm if you would like a quotation on either of these insurances for an additional cost and provide details of any plant and machinery you would like insured.

Engineering inspection YES NO

Engineering insurance YES NO

Details of plant/machinery to be insured

Declaration

*Only applicable if more than one trustee.

**Only applicable to the Rowanmoor Family Pension Trust.

Please note, under the Insurance Act 2015, it is the trustees' duty to disclose any information that might influence the insurers/reinsurers in fixing the premium or determining whether to accept the risk. Please provide as much information as possible. If the information is unknown then please state unknown.

This is our standard Property Information Schedule upon which we intend to rely. For your own benefit and protection you should read the Rowanmoor 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 advice from a suitably qualified professional.

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 to give and request information necessary to complete this transaction and comply with HM Revenue & Customs legislation and provide such information as is necessary.

**I/We instruct Rowanmoor Trustees Limited to arrange suitable insurance; the cost will be met by the scheme.

I/We authorise the person appointed on page four of this schedule to complete VAT returns on behalf of this scheme.

I/We are aware of the Rowanmoor SSAS and Family Pension Trust Commercial Property Guide and have read it.

Signature

Print Name

Date

D | D | M | M | Y | Y

Signature

Print Name

Date

D | D | M | M | Y | Y

Signature

Print Name

Date

D | D | M | M | Y | Y

Signature

Print Name

Date

D | D | M | M | Y | Y

Signature

Print Name

Date

D | D | M | M | Y | Y

Signature

Print Name

Date

D | D | M | M | Y | Y

Notes

Indemnity

This indemnity is to be completed by the member trustees when the scheme is to be registered for Value Added Tax (VAT). It indemnifies Rowanmoor Trustees Limited against any claims, costs or penalties arising from the VAT registration.

All trustees who are party to the property purchase, including Rowanmoor Trustees Limited, should be party to the VAT registration. It is the member trustees' responsibility to deal with all matters of VAT.

Please refer to the Rowanmoor SSAS and Family Pension Trust Commercial Property Guide for information on VAT payable on property purchase.

Name of Scheme

We/I (insert name(s) of trustees)

..... and

(insert name of employer, if applicable)

(and any successor thereto) hereby jointly and severally agree to indemnify Rowanmoor Trustees Limited (and any successor thereto) against any liability whatsoever in respect of Value Added Tax payable by the above named Pension Scheme (or any successor thereto) to HM Revenue & Customs.

This Indemnity shall continue after Rowanmoor Trustees Limited ceases to be a Trustee for whatever reason for as long as the Scheme shall be liable for such tax.

For the avoidance of doubt, the said Scheme shall be deemed to be liable for Value Added Tax if so determined by HM Revenue & Customs whether or not such liability or the amount thereof is disputed and this Indemnity shall be fully operative in such circumstances.

To be signed by all member trustees

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

For and on behalf of the employer
(if applicable)

Print Name

Date

 03445 440 440

 03445 440 500

 enquiries@rowanmoor.co.uk

 rowanmoor.co.uk

Rowanmoor Executive Pensions Limited (No. 5792242), Rowanmoor Personal Pensions Limited (No. 2268900) and Rowanmoor Trustees Limited (No. 1846413) are companies registered in England at Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS. Rowanmoor is a trading name of the Embark Group.

Rowanmoor Personal Pensions Limited is authorised and regulated by the Financial Conduct Authority.

If you require this document in audio, large print or Braille format, please telephone 03445 440 550 or fax 03445 440 500.