



### IPM PERSONAL PENSION SCHEME

If you have a vulnerability or need specific support during the life of your SIPP, please let us know. You do not need to tell us what it is, just how we can help to make things easier.

#### 1 GENERAL

Please list members who have an interest in the property being transferred and indicate their percentage ownership of the property

Members Names	Proportion of property %
<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"/>

#### Address of Property

Postcode

Name of transferring scheme  Reference Number

#### TENURE OF PROPERTY

Is the property?  Freehold  Leasehold  If Leasehold, term of unexpired lease?

#### ENVIRONMENTAL HISTORY

Is this a Greenfield Site?  Yes  No  If site not Greenfield, what is it?  
*i.e. Industrial, Office Retail*

What is the usage of the adjacent Land?

Is the adjacent land owned by the member(s) or a connected party?  Yes  No

What is the proposed use of the property?  
*e.g. offices, factory etc*

#### RESIDENTIAL ELEMENTS

Are there any residential elements?  Yes  No  If yes please provide details below

Description of residential elements?

## 2 BORROWINGS

Is a replacement loan required?

Yes

No

*If yes, please provide full details of the lender below.*

Lender

Contact Name

Address

Tel No.

Postcode

Email

Total Amount of Loan £

## 3 REFURBISHMENTS

Is any refurbishment or work of any kind required at the property/land? Please provide details and an estimate of costs, including any proposed borrowings and who is to carry out the works. **No works are to be commenced without the prior permission of IPM.**

## 4 VAT

If there is a VAT option to tax in place against the property then IPM will need to VAT register the pension scheme and take out an option to tax. This is to avoid paying VAT on the property transfer. **You must take professional advice regarding VAT. This is not given by IPM.**

Is there a VAT option to tax in place against the property?

Yes

No

If yes, do you want the pension scheme to register for VAT?

Yes

No

Do you want to take out an option to tax on the property?

Yes

No

## 5 VALUATION

Are you able to forward a recent valuation for the property?

Yes

No

*If yes, please provide IPM with a copy. If not then please provide contact details of a surveyor who IPM may instruct.*

Name

Address

Tel No.

Postcode

Email

## 6 LEGAL

IPM will instruct its own Solicitor to act on the transfer. If the members wish to use their own Solicitor, then IPM's Solicitor will oversee the transaction which will incur additional costs. Costs may be increased due to the members own Solicitor being unfamiliar with pension fund conveyancing requirements.

Do you wish to use an IPM panel solicitor?

Yes No

If yes then we will require at least £750 to be held in the SIPP accounts(s) prior to our instructing of solicitors, to fund the initial search fees. If you have Primary or Enhanced Protection then you should contact your IFA to discuss the implications of making a pension contribution before forwarding any payment.

If you wish to appoint your own solicitor, please provide their details below:

Name of Individual Solicitor	<input type="text"/>	Firm Name	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Tel No.	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>		

### Name and Address of Transferring Scheme Solicitor

Name of Individual Solicitor	<input type="text"/>	Firm Name	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Tel No.	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>		

Do you have any particular queries or concerns relating to the property or are there any specific issues which you wish IPM's panel solicitor to investigate during the conveyancing process?

Yes No

If Yes, please provide details:

  

Please note that IPM, of course, has no personal knowledge of the property and that IPM and its panel solicitors rely exclusively upon you to provide any information of relevance or importance which may require investigation. If IPM's panel solicitors are instructed to deal with the conveyancing they will report to IPM and not to you. Pursuant to the agreed fee structure, IPM's solicitors are not required to provide you with a written report on the property. If, however, you require a written report to be provided for your consideration, IPM solicitors will do so subject to an additional fee of £350 plus VAT.

Do you require a written report? By ticking "Yes" you agree to the additional fee of £350 plus VAT being charged to your pension fund.

Yes No

## 7 TENANCY DETAILS

Is the property currently let?

Yes  No

### Name of tenant

	Date and term of Lease	Current Rent	Connected Party*
1	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
2	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

*\*Please advise if any of the current tenants are "Connected Party" as detailed in the property notes. If a new lease is to be granted the attached New Lease Checklist should be completed.*

### Who will occupy the property after it has been purchased?

Name

Address

Postcode

Is the tenant a connected party?

Yes  No

Please specify type of business?

## 8 BUILDINGS INSURANCE

The following information is required for Building Insurance purposes

Fire Alarm?	<input type="radio"/> Yes <input type="radio"/> No	Any composite Panels?	<input type="radio"/> Yes <input type="radio"/> No
Security Grills?	<input type="radio"/> Yes <input type="radio"/> No	Lift?	<input type="radio"/> Yes <input type="radio"/> No
Sprinkler System?	<input type="radio"/> Yes <input type="radio"/> No	What will be stored at the property?	<input type="text"/>

### Any Additional information which may affect the Buildings Insurance cover?

  

*Please note: on exchange of contracts IPM will insure all freehold properties under their block policy. Loss of rent cover will also be arranged for leasehold properties.*

## 9 PROPERTY MANAGEMENT

IPM requires the appointment of a local property manager to ensure that the property is maintained in good order (this can be undertaken by the member). If the member(s) do manage the property they will be required to sign our template Property Management Agreement following completion of the purchase. If this field is not completed then the member(s) will be appointed in this role.

### Name and Address of Property Manager

Name

Address

Tel No.  Postcode

Email

## 10 MEMBER(S) DECLARATION

I/we understand and accept and acknowledge that I.P.M. Personal Pension Trustees Limited (IPM) will be relying on me/us or on the Managing Agent appointed by me/us to provide all management services for the property by instructing Solicitors, Surveyors, Building Contractors or any other person IPM will have no responsibility to me/us for the performance of those instructed.

IPM shall have no personal liabilities under any covenants or obligations on its part contained in any documentation whether express or implied relating to the property and the liabilities of IPM shall be limited to the assets for the time being held under the Pension Scheme arrangements of the Member(s). By signing this application I/we undertake not to make any claim against IPM in respect of any defect in title or state or condition of the property and/or resulting from the management repair refurbishment development value marketability of the property or otherwise.

I/we undertake to pay all costs incurred and fees properly due to IPM or to persons acting for them in the matter of the proposed property transfer outlined above, whether or not the said investment is completed.

I/we acknowledge the IPM have not given any advice regarding the suitability of the asset as an investment property and that I/we take independent advice on all aspects relating to this investment.

I/we confirm we have read and understood the note provided by IPM regarding this property investment.

### Where property is being acquired on behalf of two or more members we acknowledge and agree that:

IPM will open a group bank account in respect of all members contributing towards the transfer of the property. All invoices and other expenses relating to the property shall be paid from this account. IPM shall be entitled to transfer funds from members' own accounts to the group bank account as necessary.

We will sign a deed of joint ownership prior to completion of the transfer in the terms of the standard form attached and IPM will not be required to complete the purchase of the property until such time as the deed has been signed by all members of the group.

In the event of any dispute between the members as to payment of any invoice and other expenses or sums relating to the property IPM's decision shall be final and binding on all members.

IPM shall be permitted to use any funds within the group bank account to meet any liabilities relating to the property to include (but not limited to) any legal fees, surveyors costs or other expenses whatsoever in connection with any sale or other dealing with the property or any action to recover rent arrears or other sums due from an occupational tenant.

Member's Name	<input type="text"/>	Signature	<input type="text"/>
Member's Name	<input type="text"/>	Signature	<input type="text"/>
Member's Name	<input type="text"/>	Signature	<input type="text"/>
Member's Name	<input type="text"/>	Signature	<input type="text"/>
Member's Name	<input type="text"/>	Signature	<input type="text"/>

Date

I.P.M. SIPP Administration Limited is Authorised and Regulated by the Financial Conduct Authority



**I.P.M. SIPP Administration Limited** • Cambridge House, Unit B, Campus Six, Caxton Way, Stevenage, Hertfordshire, SG1 2XD

Tel: 01438 747 151 • Fax: 01438 357 344 • Email: [info@ipm-pensions.co.uk](mailto:info@ipm-pensions.co.uk) • Web: [www.ipm-pensions.co.uk](http://www.ipm-pensions.co.uk)