

PROPERTY

PROPERTY QUESTIONNAIRE

Prior to completing the Property Questionnaire please ensure that you have received and read our Property Guide.

Please complete this form in BLOCK CAPITALS and black ink and return it to: Rowanmoor property team, Rowanmoor House, 46-50 Castle street, Salisbury SP1 3TS. If you need assistance in completing this form, please call our Property Purchase team on **01722 443 742** or email us at purchase@rowanmoor.co.uk.

All sections of this form must be fully completed before we will commence work on the purchase/transfer.

A minimum of £500.00 must be available in the pension bank account prior to instructing the solicitors. This will be paid on account to the solicitor to cover initial searches and disbursements.

Please note: Rowanmoor will review all property purchases on a case-by-case basis. We reserve the right to refuse purchases and/or any proposed developments of property if we believe that the purchase or development may give rise to a tax charge or there are unacceptable levels of potential risk such as contamination.

Permitted property:

- | | | | |
|------------------------------|---------------------------|--------------------------------|--|
| • Retail Shop | • Hot Food Takeaway | • Hotel | Woodland may be considered Permitted property in certain circumstances – please get in touch with our team to discuss further. |
| • Retail Shop (Multi-tenant) | • Office (Single tenant) | • Non-residential institution | |
| • Retail Financial Services | • Office (Multi-tenant) | • Leisure | |
| • Restaurant | • General Industrial | • Land for commercial purposes | |
| • Café | • Special Industrial | • Agricultural land | |
| • Drinking Establishment | • Storage or distribution | | |
| | | | |

IMPORTANT INFORMATION

- Our limitation of liability clause must be entered into all legal documents, including any existing leases, without this we are unable to purchase any property or accept the transfer.
- We will require a satisfactory environmental search. Further investigation will be required if the report indicates potential contamination. We will be unable to proceed with the purchase if environmental searches are not satisfactory.
- Ensuring there is sufficient funding to purchase the property and pay all associated costs is the responsibility of the members and their financial advisers.
- All valuations must be dated within 6 months as at completion.
- We prefer that solicitors from our approved panel are used for property transactions. We will allow other solicitors to be used although additional charges will apply. Our panel solicitors are listed in Section 5.
- All properties will be insured on our block policy from completion. In exceptional circumstances we will consider alternative insurance providers, however these will be subject to our prior approval and additional charges.

In addition to the information requested in this questionnaire, please send copies of the following documents with the questionnaire as this will avoid unnecessary delays, where appropriate.

RICS qualified Independent Valuation (showing purchase, rental & Insurance Reinstatement Market Values) dated within the last 6 months

Copy of Lease for existing tenant

Energy Performance Certificate

Anti-Money Laundering Documents for the Tenants

Copy of the Head Lease if property is to be purchased as a leasehold

Asbestos Report

Option to Tax Notice from Vendor

IMPORTANT INFORMATION (CONTINUED)

Block insurance

The block insurers need the following information to provide a quote:

Building reinstatement figure

Tenant name and usage of building

Annual rent

Please note that unless we have approved an insurer we, as professional trustee*, will insure the property under our block policy for buildings reinstatement, loss of rent, terrorism and property owners liability. Any existing insurance in these areas will have to be cancelled from the completion date. In order to avoid under insurance we reserve the right to instruct an independent insurance reinstatement cost assessment.

EXAMPLES OF PROPERTY WE DO NOT PERMIT IN OUR PENSIONS

Our non-permitted property list includes:

- Taxable property including residential (dwelling houses), holiday apartments, beach huts, and caravans.
- Residential Institutions
- Secure Residential Institutions
- Property that benefits from an aggregated income such as hotel rooms and storage pods.
- Types of property where we are advised that there is no re-sale market or we foresee real management difficulties.
- Any property where insurance is unavailable or inadequate in the insurance market for any reason, e.g. combustible composite panels, waste transfer and recycling sites, historic flooding, subsidence.
- Land purchased from a third party which adjoins a member's personal residence where the member or connected party may gain a non-relevant benefit, e.g. being purchased to preserve a view from their house or to stop someone else building, or to increase the value of their personal residence.
- Properties at auction.
- Properties with known unremediated environmental issues.
- Properties with existing tenants with known historic rent arrears or other material breaches.
- Freehold properties where part of the building comprises long leasehold residential properties even if let to third parties with nominal ground rent.
- Land for residential development, garden land, etc.
- Certain other residential institutions, e.g. student accommodation, care homes, etc.
- Property which will be untenanted on completion.

* Rowanmoor Trustees Limited.

1. PURCHASER DETAILS

Is the property being purchased with other pension members? Yes No

All Pension Members:

Pension Reference Number:

Where there are multiple members, please nominate one to be our main contact in respect of this investment.

Name of Main Contact: _____

Will the main contact be appointed to be the property manager? Yes No

If **'No'**, please provide details of the property manager?

Property Manager: _____

Full Address:

Postcode:

Contact Name: _____

Is the property being purchased or jointly owned with another party? Yes No

If **'Yes'**, please provide the following details:

Name and Address:

Share of property (%):

Are the pension member(s) and the other parties above connected? Yes No

2. PROPERTY DETAILS

The Pension is acquiring PART of the property If 'Yes', % of property being purchased: _____ %

Property Address (in full):

Postcode:

Land Registry Title:

Is the property?

Freehold

Leasehold

Date the lease expires:

Ground Rent payable:

Service Charge payable:

Type of property:

Offices

Industrial Units

Shop

Hotel

Other Proposed use of property:

Do you have relevant planning permission for proposed use (if applicable) Yes No

Is there a residential element to the property? Yes No

If 'Yes', please provide full details below.

What is the purchase price / current value excluding VAT? £ _____

Will the property be opted to tax? Yes No

Will the transaction be treated as a transfer of a going concern? Yes No

Building reinstatement figure:

Tenant name and usage of building:

Annual rent:

3. FUNDING DETAILS

Will you borrow to assist with the purchase of the property? Yes No

If 'Yes', please provide Lender contact details in section 5.

Please provide details of how the purchase will be funded in the table below.

Member Name:				
Percentage Ownership:				
Cash:				
Transfers:				
Contributions:				
Borrowing:				
Total:				

Property development

In addition to the purchase of the property, are other costs expected? Yes No

If 'Yes', what are the costs for? Development Redevelopment Refurbishment

What are the anticipated costs? £

Additional Information (for property development or the basis of the loan):

4. TENANT DETAILS

Name of Tenant:

Full Address (if different to the property address):

Postcode:

Company Registration Number:

VAT Registration Number:

Telephone Number:

Email Address:

Contact Name (if tenant is a company):

Is the tenant connected to the pension member(s)? Yes No

Is the tenant already occupying the property? Yes No

If **'Yes'**, when does the lease expire? Rent (pa):

If **'No'**, is the tenant moving in immediately following completion? Yes No

Are there any rent arrears? Yes No

Additional information (additional tenants, agreed rent free periods or deferred occupancy, full details of any rent arrears or issues):

5. PROPERTY CONTACTS

Solicitor

Butcher & Barlow	Trethowans
Birketts	Morton Fraser
Keystone Law	Other Please specify:

If you do not select a solicitor we will select a panel solicitor to act on behalf of the pension. Additional charges will apply for a non-panel solicitor.

Vendor Details

Name of Vendor: _____

Full Address (if different to the property address):

Postcode:

Contact Name (if tenant is a company): _____

Is the Vendor connected to the pension member(s)? Yes No

Vendor's Solicitors

Name: _____

Full Address:

Postcode:

Contact Name: _____

Telephone Number: _____ Fax Number: _____

Lender Details (if applicable)

Name of Bank/Lender: _____

Full Address:

Postcode:

Contact Name: _____

Email Address: _____

Telephone Number: _____ Fax Number: _____

6. MEMBER DECLARATION

I declare that to the best of my knowledge, the information provided in this application is true and complete. Rowanmoor will use this information to assess whether this property is allowed to be held within the pension. If the information provided proves to be false or incomplete and the property later transpires to be prohibited under the Scheme Rules, I hereby indemnify Rowanmoor and agree to be held personally liable to any and all penalties levied. I have received a copy of Rowanmoor's Guide and I have read and understood it.

I understand that you are not regulated by the FCA to provide investment advice. I understand that this responsibility and the checking of all decisions relating to the purchase and retention of pension investments lies with me and my appointed adviser(s).

I agree that a joint account should be opened where more than one pension Member is making the purchase. For any joint investment the rental income and proceeds on the sale will be split proportionately to each party's share of the property, which will reflect each party's contribution to the property. This will be documented in a Joint Ownership Agreement drafted by my solicitor and which will be executed prior to the property purchase.

I authorise the Trustees* to appoint a solicitor to act on behalf of the Trustees* in respect of the acquisition of the property and all professional costs will be met from the pension to include an initial sum of £500 to be paid on account of costs on instruction of the solicitor.

* Rowanmoor Trustees Limited.

I agree to appoint a property manager which can be a pension Member or a professional company. The appointed party will be responsible for managing the property in accordance with the principles of good estate management which includes collecting rent on the Trustees* behalf and for arranging for the tenant to reimburse the cost of insurance.

I understand that the Trustees* will, unless alternate insurance has been provided and agreed, take out an insurance policy which will at least cover the replacement value of the building, 3 years' loss of rent, terrorism and property owners liability of £10 million, but that any other cover e.g. for contents will be the responsibility of the tenant. I authorise you to take the cost of the insurance from my funds, to be reimbursed as above. I understand that failure to reimburse may give rise to interest charges and could lead to unauthorised payment penalties. I understand that any insurance payout in respect of the property will be paid directly to the pension. I understand that in order to avoid under insurance Rowanmoor reserve the right to instruct an independent insurance reinstatement cost assessment and any cost will be met by from the pension.

I confirm that all correspondence relating to the property should be sent to the nominated contact until written notice is received to the contrary. I authorise you to provide such information as is required to progress the transaction to the solicitor, lender and valuer.

I have read, and agree to, the notes and guidance on property acquisitions:

Signature: 

 Date: | D | D | M | M | Y | Y |

Name of Member:

Signature: 

 Date: | D | D | M | M | Y | Y |

Name of Member:

Signature: 

 Date: | D | D | M | M | Y | Y |


Name of Member:


Signature: 

 Date: | D | D | M | M | Y | Y |


Name of Member:



 01722 443 742

 Rowanmoor House, 46-50 Castle Street,
Salisbury SP1 3TS

 purchase@rowanmoor.co.uk

 rowanmoor.co.uk

Rowanmoor Group Limited, company registration number 13526862 and with a registered office at Rowanmoor House, 46-50 Castle Street, Salisbury SP1 3TS, is the parent company for all companies in the Rowanmoor Group. Three of these companies trade under the trading name Rowanmoor. Those three companies are Rowanmoor Executive Pensions Limited, registered number 05792242; Rowanmoor Personal Pensions Limited, registered number 02268900; and Rowanmoor Trustees Limited, registered number 01846413. Rowanmoor Personal Pensions Limited is authorised and regulated by the Financial Conduct Authority (FCA) under FCA register number 458260. Rowanmoor Executive Pensions Limited provides Small Self-Administered Scheme services and Rowanmoor Trustees Limited provides trustee services; neither of these services are regulated activities and so neither company are authorised by the FCA.