Property Data Form

PART A - CONTACT INFORMATION

Scheme Name: _____

Contact Name: _____

Contact Email: _____

PART B - PROPERTY INFORMATION

1st Line of Property Address: _____

Post Code: _____

How will be property be used: _____

Premises: Leasehold   Freehold

Annual Ground Rent (if applicable): _____

Proposed Date of Completion or
Exchange of Contracts: _____

Is there an Asbestos Record/ Report
available?   Yes   No

Does the Property
include residential accommodation?   Yes   No

Will any Refurbishment Costs
be met by the SSAS?   Yes   No

PART C - PROPERTY PURCHASE/TRANSFER

Is Purchase subject to VAT?   Yes   No

If this is a property transfer and not a sale, is
there mortgage?   Yes   No

Outstanding Amount of Loan (if yes): _____

Lender Details:

Name: _____

Mortgage Account Number: _____

Mortgage Due Date: _____

PART D - FUNDING INFORMATION

Purchase Price (excluding VAT): _____

Development Costs (excluding VAT): _____

VAT (if applicable): _____

TOTAL: _____

Are the Trustees to
 'VAT opt' the property?   Yes   No

Is this to be treated as a
Transfer of a Going Concern?   Yes   No

PART E - TRUSTEE BORROWING

Lending Source: _____

Contact Name: _____

Email Address: _____

Address: _____

Amount of Loan:

PART F - LEASE INFORMATION

Existing Lease:

Tenant: _____

Rent Amount (for full year): _____

Start Date of Lease: _____

Is this Lease to continue after the purchase?   Yes   No

New Lease (if applicable):

Proposed Tenant: _____

Rental Amount (for full year): _____

PART G - SOLICITOR INFORMATION (If you have already appointed a solicitor, please complete this form)

Your Solicitor's Details:

Solicitor's Name: _____

Contact Name: _____

Telephone Number: _____

Email Address: _____

Please attach the following items for a **new property** purchase:

    Terms of Sale Agreement (this will be supplied by your agent)
    Copy of the Lease (where a lease is being transferred)
    Property valuation
    EPC Report

Please attach the following items for a **property transfer** from another pension fund:

    Copy of the current buildings insurance
    Copy of the lease
    Most recent property valuation report
    EPC Report