

Property / Land Purchase Checklist

Scheme Name	Televideo SSAS	Client Name	Paul & Vivien Scivill
Property Address	land to west of Old Hay Lane		
Contact name for queries	Paul Scivill or Peter Best	Contact Number / Email	

Document List

Document Type	Received Date	Full / complete?	Action / Notes / Figures	Admin initials and date
Signed Application Form	05/04/18	✓	need to find out if land is income bearing -	ED 06/04/18
(F)RICS purchase valuation within 6 months of age	letter from Sol 06/4/18	✓	Accompanies val' of Sept 2017	ED 06/04/18
(F)RICS rental valuation within 6 months of age	—	—	—	—
Is the Property/SSAS being VAT registered – Member to sort	VAT Reg Coming from tTB	—	—	—
Request copy of Option to Tax confirmation letter from member	Being sorted			
Energy Performance Certificate (EPC)	—	—	—	—
Copy Head Lease if property is leasehold	N/A	—	—	—
Copy lease if property is tenanted	N/A	—	—	—
Draft Lease for proposed tenant	N/A		waiting on a Trustee Resolution re the rent.	Resolution Received.
Draft solicitor documentation received	05/04/18		Requested TR1 Rec'd and OK'd.	ED
Acceptable Environmental Report	20/04/17.		Requested Radon issues.	

Completion Statement Rec'd & correct?	05/04/18		for partial £80k Payment	05/04/18
Copy insurance policy document?				

Actions to be completed

Action	Yes / No	Date	Administrator
Solicitors instructed on behalf of the scheme	Mbrs & IFA Skipped		
Existing Tenant made aware of purchase?			
Rent up to date pre transfer if applicable?			
Funding Checks completed & 2 nd checked?	yes	01/05/2018	ED
Loan instruction issued if applicable			
Check insurance policy documents and in place	requested.		
Have we had copy of the Option to Tax letter? If not, we will need this before completion			
Borrowing Calculations Checked & signed off			
Connected Party checks completed on tenant and purchaser	Connected, Yes		ED
VAT – instruction sent to party dealing with registering for VAT			
Copy received of solicitors engagement letter & saved	Yes	02/05/2018	ED
Lending finalise and ready if applicable			

Draft legal documents reviewed and agreed by us	yes	05/04/2018	ED .
Completion statement rec'd, reviewed and agreed for payment	yes	02/05/2018	ED
Funds check pre completion carried out	yes	02/05/2018	ED .
Fully insuring and repairing lease signed and copy on file	yes N/A	Resolved Resolution in Place	ED
Our fees raised for ad-hoc work and pro-rata for annual fees	yes	03/05/2018	ED
Standing Order issued to Tenant for rental payments	N/A	Not yet tenanted	ED
Rent review period & repayments recorded for checking?	N/A	↑	ED .

Finalisation

Action	Yes / No	Date	Administrator
Check fees all paid to all parties	yes	03/05/2018	Emma Dane .
Is electronic folder tidy?	yes	03/05/2018	Emma Dane
File back scanned?	N/A	_____	_____
Inform parties of completion	yes	03/05/2018	Emma Dane
Set up any reminders	yes	03/05/2018	Emma Dane
Portal up to date?	_____	_____	_____

Land
Property Completed 03/05/2018.

- Awaiting insurance docs if mbr chooses to do it.