



Small Self-Administered Scheme

# Property Application Form

## Before you start

This form should be used to provide us with sufficient information to consider whether a proposed property purchase would be acceptable into the SSAS. Until the application form is fully completed, signed and returned to us we cannot proceed with the purchase.

It is important that you read our Property Guidance Notes before completing the application form as this will provide you with the details of our various requirements.

Please ensure you complete all relevant sections. Your completed form should be returned to:

Cranfords, 1 The Pavilions, Cranford Drive, Knutsford, Cheshire, WA16 8ZR  
[www.cranfords.biz](http://www.cranfords.biz)  
[admin@cranfords.biz](mailto:admin@cranfords.biz)



### Contact Details for VAT (if applicable)

Please complete this section in relation to the individual dealing with the VAT on behalf of the pension scheme

Main Contact Name CLAIRE BARRET

Contact Address 10 Locks Lane The Common Purton  
WILTS SN5 4HD

Daytime Telephone 07712 669090

Email Address MAILto: GAS - reception @ gmail . Com

### Costs

Purchase Price £ 200,000

VAT (if applicable) £ —

Stamp Duty Land Tax £ 4000

Legal / professional costs (incl VAT) £ 1000 budget cost

Total Cost £ 204,000

### Loan Details (if applicable)

Please complete this section in relation to the individual dealing with the VAT on behalf of the pension scheme

Lender Contact Name

Lender Address

Lender Telephone

Email Address

Amount of Loan £

Term of Loan

Repayments Expected

We will require a copy of the offer letter once this is available

## Funding the Purchase

Please use this section to detail how the property purchase is to be funded

For example: Scheme value is £150,000. A gross contribution of £25,000 from member A and an additional transfer-in of £82,000 from member B

I have sold a Guldung

## Property Management

We insist that a property manager is in place and responsible for the day-to-day management of the property. It is acceptable for one (or more) of the member trustees to complete this function. Please confirm the property managers details.

Contact Name

GLENN BROOKS

Contact Address

Chelworth Ind Est BRAYDON CANE  
CRICKLADE SWINDON WILTS SN6 6HQ

Daytime Telephone

01793 759357

## Existing Tenant Details (if applicable)

Business Name / Contact

Company Number

Registered Address

Telephone Number

Is the tenant connected with the member(s), or sponsoring employer?

Yes / No

Circle as appropriate - if yes, please provide details of the connection / relationship on the Additional Details page

Is the tenant VAT registered?

Yes / No

Circle as appropriate

Is the tenant exempt for VAT purposes

Yes / No

Circle as appropriate

Rent payable and frequency

Are the rental payments up to date?

Yes / No

Circle as appropriate



### Proposed Tenant Details (if applicable)

Business Name / Contact

Company Number

Registered Address

Telephone Number

Is the tenant connected with the member(s), or sponsoring employer?

Yes / No

Circle as appropriate - if yes, please provide details of the connection / relationship

Is the tenant VAT registered?

Yes / No

Circle as appropriate

Is the tenant exempt for VAT purposes?

Yes / No

Circle as appropriate

Rent payable and frequency

Are the rental payments up to date?

Yes / No

Circle as appropriate

### Solicitor Details

Contact Name

SIMON SMITH

Practice Name

BOWER BAILEY

Practice Address

CAMBRIDGE HOUSE 4 COLLEGE COURT  
REGENT CIRCUS SWINDON WILTS  
SN1 1PS

Telephone Number

01793 610 466

Email Address

ssmith@bowerandbailey.co.uk

### Checklist

Property Valuation

Enclosed / To Follow

Circle as appropriate

Copy of existing lease

Enclosed / To Follow

Circle as appropriate

Rental Valuation

Enclosed / To Follow

Circle as appropriate

Energy Performance Certificate

Enclosed / To Follow

Circle as appropriate

If you have not yet been provided with an Energy Performance Certificate for the property please request this from the vendors. We will require a copy for our records before the property can complete.

## Additional Information

Please use this section to provide any additional information such as residential details OR connections / relationships.

ITS A PLOT OF LAND WHICH  
HAD PLANNING CONCENT FOR IND  
UNIT BUT ITS NOW CAPSED.  
ALL MY PLANS HAVE BEEN  
SUBMITTED READY TO START  
CONSTRUCTION ASAP.

## Declaration

I/we confirm that I/we have read, understood and agree to abide by the terms and conditions set out in the Property Guidance Notes and that the information supplied in the questionnaire is correct to the best of my/our knowledge and belief.

Signature



Print Name

GLENN BROOKS

Position

MD

Date

12-2-15

Signature

Print Name

Position

Date

Signature

Print Name

Position

Date

Signature

Print Name

Position

Date