**Property / Land Purchase Checklist**

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| --- | --- | --- | --- |
| **Scheme Name** | Whitecliff Pension Scheme | **Client Name** | Marko Radosavljevic |
| **Property Address** | Millfields Road, hackney E5 |
| **Contact name for queries** | Marko Radosavljevic | **Contact Number / Email** | marko.radosavljevic@whitecliff-im.com |

**Document List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document Type** | **Received Date** | **Full / complete?** | **Action / Notes / Figures** | **Admin initials and date** |
| Signed Application Form |  |  |  |  |
| (F)RICS purchase valuation within 6 months of age |  |  |  |  |
| (F)RICS rental valuation within 6 months of age |  |  |  |  |
| Is the Property/SSAS being VAT registered – Member to sort |  |  |  |  |
| Request copy of Option to Tax confirmation letter from member |  |  |  |  |
| Energy Performance Certificate (EPC) |  |  |  |  |
| Copy Head Lease if property is leasehold |  |  |  |  |
| Copy lease if property is tenanted |  |  |  |  |
| Draft Lease for proposed tenant |  |  |  |  |
| Draft solicitor documentation received |  |  |  |  |
| Acceptable Environmental Report |  |  |  |  |
| Completion Statement Rec’d & correct? |  |  |  |  |
| Copy insurance policy document? |  |  |  |  |

**Actions to be completed**

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| --- | --- | --- | --- |
| **Action** | **Yes / No** | **Date** | **Administrator** |
| Solicitors instructed on behalf of the scheme |  |  |  |
| Existing Tenant made aware of purchase? |  |  |  |
| Rent up to date pre transfer if applicable? |  |  |  |
| Funding Checks completed & 2nd checked? |  |  |  |
| Loan instruction issued if applicable |  |  |  |
| Check insurance policy documents and in place |  |  |  |
| 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 |  |  |  |
| VAT – instruction sent to party dealing with registering for VAT |  |  |  |
| Copy received of solicitors engagement letter & saved |  |  |  |
| Lending finalise and ready if applicable |  |  |  |
| Draft legal documents reviewed and agreed by us |  |  |  |
| Completion statement rec’d, reviewed and agreed for payment |  |  |  |
| Funds check pre completion carried out |  |  |  |
| Fully insuring and repairing lease signed and copy on file |  |  |  |
| Our fees raised for ad-hoc work and pro-rata for annual fees |  |  |  |
| Standing Order issued to Tenant for rental payments |  |  |  |
| Rent review period & repayments recorded for checking? |  |  |  |

**Finalisation**

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| --- | --- | --- | --- |
| **Action** | **Yes / No** | **Date** | **Administrator** |
| Check fees all paid to all parties |  |  |  |
| Is electronic folder tidy? |  |  |  |
| File back scanned?  |  |  |  |
| Inform parties of completion |  |  |  |
| Set up any reminders |  |  |  |
| Portal up to date? |  |  |  |