

The Hartley SIPP

Property Purchase Questionnaire

In order for a property purchase to take place under The Hartley SIPP please arrange for this Property Questionnaire to be completed and returned to us, together with the required supporting documentation.

We require all questions to be answered fully otherwise we will not be able to process the property purchase. If you are unsure on how to proceed or the answers to any of the questions asked please contact your appointed Financial Adviser in the first instance.

Hartley SIPP's members Name:

SIPP Number:

Section 1: Property Details

Address of Property:

Postcode:

Description of the Property:
i.e. Offices, Shop,
Industrial Unit, Land* etc.

Description of Use of
the Property

Is there an residential
element with the property?

Yes

No

If Yes, please provide full details below. This is required before we consent to the purchase.

Section 2: Title

Proposed Ownership

Joint

Full

If Joint, please provide full details of the joint ownership below:

Name of Joint Owners:

Connection:

Percentage split of property:

Is the property Freehold or Leasehold?

Freehold

Leasehold*

Section 6 Financing and Borrowing

How is the purchase to be funded?

Cash within the SIPP:

Contribution to SIPP:

Transfer to SIPP:

Sale of Investments within The SIPP:

Please specify the investments being sold, if applicable:

Borrowing by SIPP:

Total:

Details of Lender

Company Name:

Address:

Telephone number:

Email:

Amount of Loan:

Term of Loan:

Repayments: **Monthly/Quarterly/Annually**

Rate of Interest:

Section 7 Occupancy

Is the Property currently

Vacant

Already Let

Tenant Name:

Contact Address:

Telephone number:

Email:

Is the tenant connected to the SIPP?

Yes

No

If Yes, please specify the connection:

If there is more than one existing or proposed tenant please provide details of each tenant on the additional pages at the end of this questionnaire and a copy of each relevant lease.

Section 8 Professional Contacts

Details of the Solicitor who has been appointed to deal with the Property Purchase:

Company Name:

Address:

Telephone number:

Email:

Details of the Appointed Property Manager:

Company Name:

Address:

Telephone number:

Email:

The appointed Property Manager will be required to complete a management agreement, which outlines the responsibilities of the role.

Section 9 Additional Information

Checklist

Leasehold Title – copy of the existing head lease	Yes / No / Not applicable
Property Valuation	Yes / No / To Follow
Copy/ies of existing lease(s) (if tenant in occupation)	Yes / No / Not applicable

Please note that if the required documents are not enclosed the property purchase cannot proceed until they are received.

Declaration

I hereby declare as follows:

- a) I request that The Lifetime SIPP Company Ltd (Lifetime) in conjunction with its appointed administration company, Hartley SAS Ltd (Hartley), arranges the purchase of the above property as an investment of my SIPP.
- b) I have not received any advice from Lifetime and Hartley in respect of the suitability this investment.
- c) I understand the workings and any possible pitfalls of this investment and have sought independent financial advice on the investment prior to proceeding with the investment.
- d) I understand that I am responsible for my own costs and I agree to pay the administration fee and any unforeseen costs incurred by Lifetime or Hartley.
- e) I understand that Mellersh & Co will prepare the relevant Deed of Assignment between The SIPP Trustee Company Ltd and the Special Purpose Vehicle Company we have set up to hold title on behalf of the members SIPP arrangement and agree to pay their fee.
- f) In the event that the purchase does not proceed for any reason, I understand that a fee will be charged to cover the costs to date of Lifetime and Hartley.
- g) I agree to fully indemnify Lifetime and Hartley in connection with any liability, loss or damages incurred by Lifetime or Hartley in relation to the acquisition and ownership of the property by my SIPP.
- h) I agree to act as the property manager or appoint a suitable party for the purposes of the SIPP's ownership of the property and I / they will undertake all that would be expected of such a manager and I do not expect Lifetime or Hartley to attend to any function in connection with property management.
- i) I understand the illiquid nature of the investment and the effect this will / may have on the payment of pension and death benefits.
- j) I can confirm that the property will be adequately insured at all times, and I will provide Lifetime with a copy of the annual renewal certificate. Any costs incurred by Lifetime in obtaining insurance will be reimbursed by either the SIPP or myself.
- k) I understand that the property will require a valuation every 3 years and will ensure this is undertaken. Any costs incurred by Lifetime in obtaining a valuation will be reimbursed by either the SIPP or myself.
- l) The information provided in this questionnaire is correct to the best of my belief. I acknowledge should the provision of inaccurate or incomplete information lead to a delay in the purchase, additional costs may be incurred.
- m) I have been advised of all fees payable and understand that some fees are non-refundable even if the purchase does not complete.

Signed:

Dated:

Please return completed form to:

The Hartley SIPP c/o **The Lifetime SIPP Company Ltd**
Broad Quay House, Prince Street, Bristol BS1 4DJ

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T 0117 316 9944 **E** info@thelifetimesipp.com **W** www.thelifetimesipp.com