

Appendix 1



Property Takeover Questionnaire

Section 1: Property details

Property address:	
Property description e.g., factory including office:	
Could any part of the property be described as residential? If yes, please provide further information:	
Property value:	£ Date
Is the property opted to Tax?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the scheme registered for VAT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the property Freehold or Leasehold?:	Freehold <input type="checkbox"/> Leasehold <input type="checkbox"/>
If leasehold, please advise the unexpired term:	

Section 2: Lease details

Is the property subject to an existing lease?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the tenant a connected party?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is a copy of the lease attached?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Tenant:	
Lease term:	
Rental amount:	£
Review date:	
Payment frequency:	
Are there any rent arrears?:	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: £

Section 3: Borrowing

Is borrowing in place?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If borrowing is in place who is the lender?:	
Amount of borrowing:	£
Is the property being purchased jointly with another party?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Joint purchaser:	
Is the joint purchaser connected?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Value owned by joint purchaser:	£

Section 4: Environmental

Are you aware of any environmental risks?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes please provide further information:	
Please advise if there has been any flood incidents or claims in the last 10 years?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please provide further information:	
Do you have any asbestos survey or management plan for the control of asbestos?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the property have a current Energy Performance Certificate (EPC):	<input type="checkbox"/> YES <input type="checkbox"/> NO Rating A / B / C / D / E / F / G
If an EPC is not held, please provide further information:	

Section 5: Insurance Details

Please provide existing insurance details below. Please provide a copy of the insurance schedule. If you require a quote from our panel insurance broker, please let us know.

Insurer Name:	
Policy number:	
Insurers address:	
Insurer telephone number:	
Insurance Broker details Name Address Telephone number	

Section 6: Solicitor Details

Please provide details below of the Solicitor you wish to appoint to act for the Trustees. If you do not have a preferred Solicitor, please let us know.

Do you have a preferred Solicitor?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Solicitors contact Name:	
Solicitor company name:	
Solicitor company address:	
Solicitor company telephone number:	
Solicitors contact email address:	

Section 7: Property Declaration

We confirm that by signing the declaration below:

- I/We confirm that the information provided in this document is true and accurate and to the best of my/our knowledge
- I/We understand that all costs relating to the property investment should be paid from the pension fund as they are a direct cost of purchasing an asset owned by the Pension Scheme.
- I/We confirm that SeaBridge SSAS Limited has not provided me/us with any advice with regards to holding property within our Pension Scheme.
- I/We understand that commercial property may take time to realise it's value therefore could delay the payment of member's benefits.
- I/We confirm that the Member Trustees will ensure that the property is insured prior to completion of the purchase and remains insured whilst it is owned by the Pension Scheme.

This questionnaire is to be signed by two Member Trustees

Print Name:

Signature

Date

.....

Print Name:

Signature

Date

.....

Please return the completed documents to:

SeaBridge SSAS Limited
Eliot Park Innovation Centre
4 Barling Way
Nuneaton
CV10 7RH