



# PROPERTY PURCHASE QUESTIONNAIRE

Name of SSAS

## SECTION 1 - PROPERTY DETAILS

Address of Property

Postcode

Description of the Property:  
(Offices, Shop, Industrial Unit, Land?)

Description of the 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 of split  
property

Is the property Freehold or Leasehold?  Freehold  Leasehold

If the property is Leasehold, please provide a copy of the existing lease or provide details of the head leaseholder, the unexpired terms and rents payable to the head leaseholder in the boxes below



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### SECTION 3 - DEVELOPMENT

Is there any planned Development or refurbishment intended which will be paid for by the SSAS?  
(If yes, please provide details in Section 9)

Yes

No

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### SECTION 4 - VENDOR DETAILS

Vendor Name

Address

Contact Details

Is there any connection between the Vendor and the SSAS?

Yes

No

If Yes, What is the connection?

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### SECTION 5 - COSTS INVOLVED

Basic Property Value

£

Legal and Professional Costs

£

Incl. VAT

VAT (if applicable)

£

Insurance premium due in first year

£

Disbursements  
(ie. Stamp Duty etc)

£

Total Cost

£

Development Costs  
(if applicable)

£

Please enclose a copy of the property valuation if the vendor is connected. A valuation is only required if the vendor is connected.

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### SECTION 6 - FINANCING & BORROWING

How is the purchase to be funded?

Cash within the SSAS

Contribution to SSAS

Transfer value(s) to SSAS

Sale of investments  
within the SSAS

Please specify the investments being sold, if applicable:

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Borrowing by SSAS

Total

Lender Name

Address

Contact Details

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## SECTION 7 - OCCUPANCY

Is the property currently  Vacant  To be let  Already let

Tenant Name

Contact Details

Is the tenant connected to the SSAS?  Yes  No If Yes, please specify the connection below

If there is more than one existing or proposed tenant please provide details of each tenant in section 9.

Details of Occupancy

(ie, term of lease, annual rent, payment terms, review dates)

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## SECTION 8 - PROFESSIONAL CONTACTS

Details of the Solicitor who has been appointed to act on behalf of the SSAS

Name

Address

Contact Details

Details of the Appointed Property Manager

Name

Address

Contact Details



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SECTION 9 - ADDITIONAL INFORMATION

Empty rectangular box for additional information.



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## DOCUMENTS ATTACHED

- |                                      |                              |                             |                                    |  |
|--------------------------------------|------------------------------|-----------------------------|------------------------------------|--|
| Copy of head lease (leasehold title) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> To Follow | <input type="checkbox"/> Not Applicable  |
| Property Valuation                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> To Follow | <input type="checkbox"/> Not Applicable<br>(only if the tenant is not connected) |
| Existing lease(s)/Sublease(s)        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> To Follow | <input type="checkbox"/> Not Applicable  |
| Rental valuation                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> To Follow | <input type="checkbox"/> Not Applicable<br>(only if the tenant is not connected) |
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## DECLARATION

- a) I request that Hartley SAS arranges the purchase of the above property and contacts my appointed solicitor.
- b) I agree to the SSAS meeting all legal costs etc imposed on the purchaser of the property and to the SSAS settling fees charged by Hartley in respect of the purchase and its ongoing administration. In the event that the purchase does not proceed, I accept a time cost charge from Hartley SAS in respect of the work it may have already undertaken.
- c) I agree to the SSAS indemnifying Hartley SAS in respect of any liability, loss or damages it incurs as a result of the acquisition or by virtue of subsequent ownership of the property.
- d) I agree to act as the SSAS's property manager in respect of the said property and to undertake what would be expected of any professional manager / I will ensure that property management functions are undertaken by a party appointed by me (delete as appropriate).
- e) I understand that Hartley SAS will not be responsible for any VAT matters in respect of the SSAS's ownership of the property and I confirm I will arrange for a qualified party to deal with any require VAT registration and returns.
- f) I confirm that I will arrange adequate insurance of the property at all times and will provide Hartley SAS with annual renewal certificates from the insurer. I accept that in the event of my not supplying confirmation that the property is not adequately insured, Hartley SAS will organise cover on behalf of the SSAS and charge the SSAS appropriately.

Signed

Date

Print name



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