



Curtis Banks

Property Disposal Instruction Form

For SIPP & SSAS Properties

Only one Property Disposal Instruction Form per property is required.

Please use this form if you want to:

- sell a property investment held in your SIPP or SSAS; or
- transfer a property investment held in your SIPP or SSAS to another pension arrangement held by another provider or administrator; or
- arrange a buy-out between the existing property owners

Please complete this form as fully as possible, sign and return to us using the contact details below. All SIPP or SSAS investors who have an interest in the property must sign the form.

Where you are arranging a buy-out between existing property owners, any Curtis Banks SIPP or SSAS investor acquiring an interest in the property must also complete a Property Application Form.

This is a legally binding document between you and Curtis Banks. If you have any queries, please contact us or your adviser. We will need the original of this application form before we commence work on disposing the property. Please complete this form using black ink and block capitals.

How do I submit my Property Disposal Instruction form?

You can submit your Property Disposal Instruction Form to us using the following contact details:

Email : propertytechnical@curtisbanks.co.uk

Post : Property Technical Team
Curtis Banks Ltd
3 Temple Quay
Bristol
BS1 6DZ

If you have any queries, please contact the Property Technical Team on 0117 332 4103.

For SSAS applications:

Email : ssas.admin@curtisbanks.co.uk

Post : SSAS Team
Curtis Banks Ltd
3 Temple Quay
Bristol
BS1 6DZ

If you have any queries, please contact your usual SSAS team contact on 0117 910 7910.

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Is this application being completed for:

1. A single member
2. Multiple member purchasers (not a group or SSAS)
3. A group scheme
4. A SSAS

Group scheme name

SSAS name

Are all investors using the same FCA regulated financial adviser?

Yes No

If no, please provide individual details in 1.1

Name of adviser

Address

Postcode

Telephone number

Email address

1. Details of investor(s)

This section is for completion by all Curtis Banks SIPP or SSAS investors who have an interest in the property investment. Joint investors should nominate one individual to be our point of contact (and whose details should be the first to be entered in this section). We will be entitled to deal with that individual on all matters relating to the disposal of the property. Details of any external investors will be required in section 1.2.

If there are more than 3 investors or external investors, please use photocopies of page 3 and/or 4 and attach them to the form.

1.1 Investors' personal details

Please note: The first investor will be the point of contact for Curtis Banks

In connection with this property do you wish us to liaise directly with you or with your adviser?

Me My Adviser

1 Title Mr/Mrs/Ms/Miss/Other

Forename(s)

Middle name(s)

Surname

Date of birth

Telephone number

Home

Work

Mobile

Email address

Property ownership share

 %

Not required for SSAS or group SIPP investors

I do not have a financial adviser, please treat me as a direct client

Name of adviser

Address

Postcode

Telephone number

Email address

1. Details of investor(s)

1.1 Investors' personal details (continued)

2 **Title** Mr/Mrs/Ms/Miss/Other

Forename(s)

Middle name(s)

Surname

Date of birth

Telephone number **Home** **Work**

Mobile

Email address

Property ownership share % **Not required for SSAS or group SIPP investors**

I do not have a financial adviser, please treat me as a direct client

Name of adviser

Address Postcode

Telephone number

Email address

3 **Title** Mr/Mrs/Ms/Miss/Other

Forename(s)

Middle name(s)

Surname

Date of birth

Telephone number **Home** **Work**

Mobile

Email address

Property ownership share % **Not required for SSAS or group SIPP investors**

I do not have a financial adviser, please treat me as a direct client

Name of adviser

Address Postcode

Telephone number

Email address

2. Property information

2.1 Property details

Address of the property to be sold (the property)

	Postcode (this must be provided)
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Proposed sale price (ex VAT)

£

VAT

Is the property currently VAT registered?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Will VAT be charged on the sale price?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is the property to be treated as a TOGC?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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EPC

Do you have a current Energy Performance Certificate?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Note: It is a legal requirement to produce an EPC for the sale of a commercial property and this must be available when the property is marketed. Please let us know as soon as possible if a new EPC is required.

Is the whole property to be sold?

<input type="checkbox"/> Yes	<input type="checkbox"/> No, part only
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If no please provide full details below. A plan will also be required from the surveyor indicating the area to be sold. We will also need confirmation that this will not have a detrimental effect on the value or future saleability of the property being retained. A valuation and reinstatement value of the retained property will also be required.

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Associated transaction

Does this disposal form part of a larger transaction involving the disposal of other property, assets or goodwill owned by a connected party?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please give details below.
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2.2 Lease details

Will any existing lease continue after completion?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Will the property be sold with vacant possession?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Will any existing lease be surrendered prior to disposal?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are there any rent arrears?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please provide details of how these are being dealt with.

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3. Details of disposal

3.1 Type of disposal

- Property sale**
Please complete section 3.2
- Transfer of property to another pension scheme**
Please complete section 3.3
- Buy-out between existing investors**
Please complete section 3.4

3.2 If property sale

Is the buyer connected with you?

Yes

No

If yes, please give details of the connection below.

Buyer's Name

Address

Postcode

Telephone number

Fax

Email address

Proposed date of exchange of contracts

3.3 If transfer of property to another pension scheme

Is a full valuation report, no more than five years old, available?

Yes

No

If yes, we can proceed by means of a desktop report
If no, a full valuation will be required

Name of pension scheme

Provider's address

Postcode

Telephone number

Fax

Email address

This section is for details of the property transfer, the transfer of any other assets and cash to another pension scheme including any existing borrowing which needs to be transferred.

Breakdown of transfer value:

Value of property

Value of cash

Value of other assets

Value of existing borrowing

Net transfer value

3.4 Buy-out between existing investors

Please provide details below of any investor(s) who wish to dispose of part or all of their holding in the property investment.

Selling Investor(s):	Name	Sale Value	Percentage
Investor 1	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 2	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 3	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 4	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 5	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 6	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Total		£ <input type="text"/>	<input type="text"/>

Note: The selling total must equal the buying total

Please provide details below of existing or new investor(s) wishing to acquire an interest in the property. Note any Curtis Banks SIPP or SSAS investor will also need to complete a Property Application Form.

Buying Investor(s):	Name	Purchase Value	Percentage
Investor 1	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 2	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 3	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 4	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 5	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Investor 6	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Total		£ <input type="text"/>	<input type="text"/>

Note: The buying total must equal the selling total

3.5 Buyer's solicitor

Firm	<input type="text"/>			
Contact	<input type="text"/>			
Address	<input type="text"/>			
		Postcode		
Telephone number	<input type="text"/>	<input type="text"/>	Fax	<input type="text"/>
Email address	<input type="text"/>			

Notes:

1. The buyer's solicitor must be different to the solicitor acting for the SIPP or SSAS
2. Connected parties must have separate legal representation for purchase and Sale
3. For a buy-out, one or more of our panel solicitors may be able to act
4. For in-specie transfers, the administrator of the receiving pension scheme will have their own requirements with regards to legal representation so please confirm with them details of the solicitor who will be acting for the receiving pension scheme and update us immediately if there is any change.

4. Your professionals

This section is for details of your preferred solicitor, valuer and property marketing agent, if applicable.

4.1 Solicitor

To sell or transfer the property, and where necessary to surrender a lease or prepare/update a Declaration of Trust.

Will you be using a panel solicitor?

Yes

No

If no, please provide details below.

Note: There is an additional fee of £200 for using a non-panel solicitor.

Firm

Contact

Address

Postcode

Telephone number

Fax

Email address

Note: The panel solicitor represents the pension scheme only

4.2 Valuer

To advise on the property sale and where necessary, a lease surrender.

For sales to connected parties, transfers in-specie and buy-outs valuation advice will be required to support the transaction.

Will you be using a panel surveyor?

Yes

No

If no, please provide details below.

Note: The Valuer must be qualified and registered with the Royal Institution of Chartered Surveyors (RICS).

Firm

Contact

Address

Postcode

Telephone number

Fax

Email address

Note: Curtis Banks will instruct the chosen valuer in order to ensure all pension scheme criteria has been met.

4.3 Property Agent

Will the property be marketed using an agent?

Yes

No

If yes, please provide details below.

Firm

Contact

Address

Postcode

Telephone number

Fax

Email address

5. Declaration and signature(s)

For your own benefit all SIPP and SSAS investors should read carefully the declaration below before signing in section 5.2. If you do not understand any point then please ask your adviser or us for further information.

5.1 Investor's declaration

Declaration

- I/we authorise Curtis Banks to instruct the above mentioned solicitor, valuer and where appropriate, marketing agent, existing lender or such other solicitor, valuer or marketing agent as may be decided.
- I/we understand that Curtis Banks will proceed to dispose of the property in line with the information provided in this instruction form.
- I/we confirm that either:
 - I/we have no connection with the buyer and that neither I nor anyone connected with me has owned the property within the last three years, or
 - I/we have disclosed full details of any connection in section 3.2.
- I/we confirm that all parties to the transaction have read and understood the requirements detailed in the property guide and agree to be solely responsible for my/our share of all costs, fees and charges (as detailed on the Fee Schedule and within the Property Guide).
- I/we acknowledge that Curtis Banks are not responsible for determining the suitability of this disposal and I/we understand that Curtis Banks will not be liable for any claims.
- I/we agree to be solely responsible for my/our share of all liabilities, losses, damages and costs which Curtis Banks may incur in disposing of the property and I/we agree to reimburse Curtis Banks if they are responsible to pay any such liabilities, losses, damages and costs.
- I/we understand that any borrowing secured against this property must be repaid on completion of the sale.
- I/we understand that any VAT proceeds received from the property sale must be paid to HMRC.
- I/we acknowledge that in the event of the property sale not proceeding, for whatever reason, that abortive costs may be payable.
- All relevant information has been provided.

5.2 Signature(s)

Please complete the following for each investor in the order in which they have been entered in section 1.1. If there are more than 3 investors, please use photocopies of this page and attach them to the form.

1	Name	<input type="text"/>		
	Signature	<input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/>

2	Name	<input type="text"/>		
	Signature	<input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/>

3	Name	<input type="text"/>		
	Signature	<input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/>

Submitting your instruction form

For SIPP applications **Email:** propertytechnical@curtisbanks.co.uk
Post: Property Technical Team, Curtis Banks Ltd, 3 Temple Quay, Bristol BS1 6DZ

For SSAS applications **Email:** ssas.admin@curtisbanks.co.uk
Post: SSAS Team, Curtis Banks Ltd, 3 Temple Quay, Bristol BS1 6DZ