

PROPERTY QUESTIONNAIRE

This questionnaire should be fully completed and returned to Curtis Banks PLC, together with the supporting documents requested, before a property purchase takes place.

Please read our [Property](#) Guidance Notes carefully before completing this questionnaire. If you have any queries, please contact us on (0117)9107910.

Name of Pension Scheme

1 Property Details

Full address of property

Postcode

Description (e.g. shop, office, industrial unit)

Proposed Completion Date

Is the property registered at the Land Registry?

YES NO

The property is:

Freehold Leasehold

If leasehold: Outstanding term on lease
Please enclose a copy of the head lease

years Ground rent £ p.a.

Is the vendor connected with the scheme?

YES NO

If yes, details of the connection

Is any part of the property residential?

YES NO

If yes, please provide details

Do you have development plans for the property?

YES NO

If yes, please provide details

Are you aware of any disputes on this property?

YES NO

If yes, please provide details

Does your business or a connected party own any adjacent property?

YES NO

Are there any known claims or incidents of an environmental nature in respect of the property?

YES NO

If yes, please supply details

2 Vendor Information

Full name of vendor

Vendor's Address

Postcode

Vendor's Solicitor name and address

Postcode

Contact name at solicitor

If you are transferring the property from another pension scheme, please enter the other scheme's details in the vendor information above and specify any existing borrowing on the property:

3 Financing

Please set out the breakdown of the total property cost:

Basic Purchase Price

VAT payable (if applicable)

Legal & professional costs (including VAT)

Disbursements (stamp duty etc)

Development/improvement costs (if any)

Total cost

If the purchase is subject to VAT, do you wish us to register the scheme for VAT?

YES NO

Please set out the breakdown of how the purchase is to be financed:

Cash within the scheme

Sale of scheme investments

Borrowing by scheme

Contribution to scheme

Total

Will you be appointing a property manager?

YES NO

Name of manager

Address

Postcode

6 Trustees Declaration

Curtis Banks PLC will rely on this declaration and it should be signed by all the member trustees of the scheme. You should read it carefully and if you do not understand any part of it, please ask us for further guidance.

- We request the acquisition of the above property as an investment of the scheme.
- We confirm that we have had the opportunity to read and understand the [Property](#) guidance notes issued by Curtis Banks PLC and have satisfactorily resolved any queries with Curtis Banks PLC or our professional advisers and we understand how this type of investment works and any possible pitfalls.
- We understand that the acquisition cannot proceed until Curtis Banks PLC have received all necessary information and have approved the purchase, and all financing is in place
- We confirm that we have received no advice from Curtis Banks PLC about the suitability of this investment and we agree that the liability of Curtis Banks PLC and Colston Trustees Limited in respect of this property shall be limited to the assets of our pension scheme from time to time.
- We are comfortable with the level of risk with this type of investment and that capital values can fall, rents are not guaranteed and past performance is no guarantee of future performance.
- We understand that property may not be as readily realisable as other types of investment and this could impact on the scheme's ability to pay benefits to us or on our death.
- We understand that if the investment leads to the scheme holding "taxable property", such as residential property, there could tax charges and we would be liable for these
- We confirm that we or the property manager specified above shall be responsible for the future management of the property and we undertake to supply any future information requested by Curtis Banks PLC to confirm that the property is being managed satisfactorily.
- We confirm that all fees or costs associated with the purchase will be met from the assets of the scheme, even if the purchase is not completed.

Signature

Name

Date

Signature

Name

Date

Signature

Name

Date

Signature

Name

Date

7 Checklist

Please ensure the following are included with your application:

- | | |
|--|---|
| Copy of any sale particulars | <input type="checkbox"/> |
| Valuer's report on purchase price | <input type="checkbox"/> essential if vendor is connected |
| Valuer's report on market rent | <input type="checkbox"/> essential if vendor is connected |
| Copy head lease, if property is leasehold | <input type="checkbox"/> |
| Copies of existing leases to tenants | <input type="checkbox"/> |
| Offer letter from lender, if borrowing is needed | <input type="checkbox"/> |
| Copy of existing environmental report | <input type="checkbox"/> |

The application should be sent to:

**Curtis Banks PLC
Colston Tower
Colston Street
Bristol
BS1 4UX**