

# **PROPERTY FORM**

Focused pension administration, by Curtis Banks April 2025

This document is part of a set, all of which should be read together:

- Terms and Conditions
- Schedule of Fees
- Schedule of Allowable Investments
- Privacy Information Notice
- Key Features
- Property Guide
- Property Form
- Panel of Property Professionals
- Property Insurance Notes (where applicable)
- Group Investment Agreement (where applicable)

Your future, our focus.

curtisbanks.co.uk

Only one Property Form per property is required. In addition a separate Your Future SIPP application form is required for each client if they do not already have a SIPP with Curtis Banks.

Please contact your adviser for an application form.

Please use this form if you want:

- Curtis Banks to acquire property as an investment for your SIPP; or
- to transfer property which is already an asset of a pension scheme held by another pension provider to your SIPP with Curtis Banks.

All clients to use their SIPP to purchase the property must sign the form.

This is a legally binding document between you and Curtis Banks. If you have any queries please contact your adviser. Please complete this form using black ink and block capitals.

Once our client(s) has (have) a SIPP with Curtis Banks, for which property is an allowable investment and the Property Form is complete, please send a scanned copy of the form to buyingproperty@curtisbanks.co.uk, which will allow our Property Acquisition team to begin the process. An original copy with a 'wet signature' will need to follow to 153 Princes Street, lpswich, Suffolk, IP1 1QJ, prior to exchange or completion. Alternatively, a copy of the form can be uploaded onto the secure portal.

Please check that all required sections have been completed. Incomplete forms may cause delays for which we cannot be held responsible. We will contact the **lead member** if we require any additional information or we cannot proceed with the investment.

Any technical terms are highlighted in bold and explained in section 10 - Terms explained.

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## 1 Accessing our services

•	nts that we can make for y		ients to help you. I tease
nis information, and to enable us to sh	are this data with other th	ird parties where appro	
processed by Nucleus Financial Platfor	ms Group, to include being	shared and gathered b	petween relevant third parties.
		protect your personal in	nformation.This can be found
:(s)			
n this section). We will be entitled to	deal with that individual o	n all matters relating to	,
My adviser Please proceed to	section 2.1	Me Please procee	d to section 2.2
Office		Mobile	
	o this form.	Mobile	
ails	o this form.	Mobile	
ails	o this form.	Mobile	
ails	o this form.	Mobile	
ails	o this form.	Mobile	
ails		Mobile	
ails se photocopies of page 4 and attach to			
ails se photocopies of page 4 and attach to			
a h t	assess your requirements and make an his information, and to enable us to sh tinue to meet your needs. Please could processed by Nucleus Financial Platfor should you require further guidance of otice or please ask your adviser or us for its entirely voluntary and you may writ, please contact the SIPP Support Teat this section). We will be entitled to it, including disclosure (where required).  My adviser Please proceed to	assess your requirements and make any reasonable adjustments this information, and to enable us to share this data with other th tinue to meet your needs. Please could you kindly provide this be processed by Nucleus Financial Platforms Group, to include being should you require further guidance on how we collect use and potice or please ask your adviser or us for a copy.  In is entirely voluntary and you may withdraw your consent at any it, please contact the SIPP Support Team on 0370 414 7000 or sipport this section). We will be entitled to deal with that individual of in this section). We will be entitled to deal with that individual of including disclosure (where required) of individual client cash be made and the section of the	is entirely voluntary and you may withdraw your consent at any time. Should you have the please contact the SIPP Support Team on 0370 414 7000 or sippsupportteam@curtisbate.  It (S)  It who wish to invest. Joint investors should nominate a lead member to be our point of in this section). We will be entitled to deal with that individual on all matters relating to it, including disclosure (where required) of individual client cash balances.  My adviser Please proceed to section 2.1  Me Please proceed.

## 2.2 Clients' personal details (continued)

2	Title Mr/Mrs/Miss/Ms/Other	
	Full name	
	Plan number(s)	
	Date of birth Day/Month/Year	
	Date of bil til baymonan real	Home Work
	Telephone numbers	
		Mobile
	Email address	
3		
•	Title Mr/Mrs/Miss/Ms/Other	
	Full name	
	Plan number(s)	
	Date of birth Day/Month/Year	
		Home Work
	Telephone numbers	M-1-11-
		Mobile
	Email address	
	Elliali address	
4	Title Mr/Mrs/Miss/Ms/Other	
	Full name	
	Plan number(s)	
	Date of birth Day/Month/Year	
	Date of Dirth Day/Month/Year	Home Work
	Telephone numbers	
		Mobile
	Email address	
5	Title Mr/Mrs/Miss/Ms/Other	
	Full name	
	Plan number(s)	
	Date of birth Day/Month/Year	
		Home Work
	Telephone numbers	
		Mobile
	Email address	

## 3 Property information

## 3.1 Property details

Address of the property	
(the property)	
· · · · · //	
Postcode (This must be provided)	
	Please give details below of exactly what all parts of the property are currently being used for.
(e.g. warehouse for book storage,	
solicitors' offices, etc.)	
Is the property land?	Yes No If Yes, please give details below.
is the property tailer	in the state of the details between
	Land area acres / hectares
	Are there any outbuildings? Yes No If Yes, please give details below.
Does the property include	
living accommodation?	Yes No If Yes, please give details below.
Is the property capable of	
being multi-occupied?	Yes No
	If Yes, are there any:
	Common parts? (for example, forecourt, staircase, kitchen, toilets)
	Yes No If Yes, please give details below.
	Common services? (for example, heating or air conditioning, lifts, sprinklers)
	Yes No If Yes, please give details below.
Disputes Legal Actions or	Are you aware of any disputes or of any circumstances which might lead to any such disputes? Are you aware of any
	action, actual or impending, which might be taken with respect to the property by the local authority, any other
	public authority or any third party? Have you any cause to think that the property may be contaminated in any way? Is
	there any invasive species such as Japanese Knotweed on or near the property?
	The species seem as expenses and the property.
	Yes No If Yes, please give details below.

### 3.1 Property details (continued)

Energy performance certificate	From 1 April 2018, a new tenancy agreement to a new or existing tenant cannot normally be granted where the EPC rating is F or G. An energy upgrade programme and / or a cash float acceptable to Curtis Banks may be required.  If you believe the property is exempt, please confirm the exemption below and provide evidence of this from an appropriate regulated professional.								
Inspections		we are adv	spected pursuant trised this is not req	uired).		we will require an Asbestos need advice confirming why stos survey is not required)			
Adjoining properties	Does the property Yes	ertv direct			bv vou or a connected par e. please confirm there is s	rtv?			
Do any unusual provisions apply? (eg. options, overages or rights, etc.)	Yes	No No	If Yes, please giv	re details below.					
Is the property listed?  Are composite panels used in the construction of the building?  Has the property been registered at the Land Registry?	Yes Yes Yes	No No No	Please refer to S	ection 7.4.	nstatement Cost Assessmen nformation/surveys as part give details below.	of the acquisition.			
Type of ownership of the property	Title Number	ld	Commonhold	Leasehold	If leasehold please give leases with a term of a	e details below. We can only acce t least 60 years.			
lf yes Nan o	Ground rent vice charge pa s, the sum (if k ne of freehold r agent of free ntact (if appro	owner holder		per annum	Outstanding term of le	ease years			
Type of acquisition	Email a	y purchase	e, proposed date of		Fax				

3.1 Property details (cont	inued)				
Site plan	Do vou have a	site plan re	adily available?		
	Yes, att		Yes, to follow	No. Curtis Banks will request a copy from your solicitor	
Development works	Do you intend	to carry out	 : any development woi	ks to th	ne property following completion?
·	Yes	No	If yes, please give de		
			yes, prease give at		
	Will the tenan	nt(s) meet th	e cost of the building	works?	
	Yes	No			h details of the proposed works.
Name of building contractor			If no, please comple	te the s	section below.
Name of building contractor					
Is the contractor a connected party?	Yes	No	If yes, please give de	etails be	elow.
What is the value of the works	£				
Estimated property value after completion of the works	£				
What is the proposed timescale					
for completion of the works?					
4 Lease informat	tion				
- Louse III of III d					
This section is for details of the occupant	t or proposed o	occupant.			
4.1 Details of lease					
Will the existing lease					
continue after completion?	Yes	No			
Will a new lease need to be drawn up upon completion	Yes	No			
of the acquisition?					
40 Deteller (1					
4.2 Details of tenant/pro	posea ter	nant			
For a multi-occupied property, please pro	ovide details in	respect of a	dditional tenants on a	separa	te sheet.
Full name					
Use to which the tenant puts, or intends to put, the premises, what is					
being stored and any processes being undertaken at the property (e.g.					
woodworking, manufacturing, use of heat etc.)					
Address					
Addicas					
Contact name			Co	ntact n	number
Email address					
Rent/proposed rent	f		per an	num	Term remaining/proposed term

Is the tenant a connected party?	Yes No
	If Yes, please give details of connection below.
Is the tenant exempt or partially exempt from VAT?	Yes No Not known
If the tenant is partially exempt from VAT, what is the tenant's partial redemption reclamation percentage?	%
Are there any rent arrears?	Yes No If Yes, please give details of how these are being dealt with
Is the property, or any part of the property, to remain vacant?	Yes, whole Yes, part No
	If the property, or any part of the property is to remain vacant, please give details below, including how long the property is expected to remain vacant.
If any part of the property is to remain vacant, is Curtis Banks to arrange the marketing of the property for a tenant?	Yes No f Yes:
Marketing agent	
Address	
<ul><li>5 Details of acqu</li><li>5.1 If property purchase</li></ul>	sition
Will the whole property be purchased by your SIPP(s)?	Yes No If yes, please give details below. Otherwise go to section 9.
What is the total purchase price, not including VAT?	£
Is the property VAT elected?	Yes No
Is there an intention to proceed as a TOGC? If so, we will require advice from an appropriate regulated professional (e.g. solicitor or accountant)	Yes No

4.2 Details of tenant/proposed tenant (continued)

Transfer value of the property	<u>E</u>
Is the property currently elected for VAT?	Yes No
Is a full valuation report, no more than 5 years old, available?	Yes No If yes, report is enclosed to follow
6 Sources of fund	ds
This section is for details of property pure It tells us how you propose to finance the	chase, property development and transfers of property from other pension schemes.
The sources of funds include lending, trans	sfer values from other pension schemes, contributions to your SIPP, and existing SIPP funds.
6.1 If property purchase	
Funds for the purchase	These can be assembled from the following:
Transfers	E
	Ē
Contributions	
Existing SIPP funds	<u>E</u>
Subtotal	£
Less current approximate SIPP borrowings	£
Current net fund value	£
Do you need to borrow funds?	Borrowing is limited to 50% of the net value of your SIPP fund (less any existing borrowing) at the point of purchase or borrowing for building works.  Please note that VAT, if payable, must be accommodated within this limit.  Yes No If Yes, please give details below. Otherwise go on to section 7.
Amount of loan required	
Towards property purchase	£
To cover building works	£
Has any lender made an indicative offer?	Yes No
	If Yes:
	Copy attached Copy to follow
	Please also complete the lender's details in section 6.3.
6.2 If property transfer	from another pension scheme
Is an outstanding loan attached to the property?	Yes No If Yes, please give details below. Otherwise go on to section 7.
Amount outstanding	E
Are you expecting to transfer the property subject to this loan?	Yes No If Yes, have you spoken with the lender? No
	Please also complete the existing or proposed lender's details in section 6.3.

5.2 If property transfer from another pension scheme

6.3	Details of lender										
	Name of lender										
	Contact name										
	Address										
	Addiess										
							7			1	
	Telephone						Fax				
	Email address										
<b>7</b>	Professionals section is for details of your preferre	d profession	als								
11115	section is for details of your preferre	1 broiession	als.								
<b>7</b> .1	Solicitor										
То ри	urchase or transfer the property and,	where neces	ssary, t	o draw up	the lease.						
	Do you wish to use a Curtis Banks panel solicitor?	Yes		No							
If yes	s, please provide details of the chose	n firm belov	v. If no	firm detail	ls are provid	ded below, we	e will all	ocate a pa	anel firm	on your behalf.	
The I	Panel of Property Professionals docum	ent is availa	able on	our websit	te, or conta	ct us or your	adviser.				
	Firm										
	Contact										
	Address										
	Telephone						Fax				
	Email address									J L	
7.2	Valuer										
	lvise on the purchase/ the terms of a										
	u use bank lending, then it is normal ires a valuation of the property as de				uct a valuat	ion on the pr	operty;	this valuat	ion belon	gs to the bank. Curtis Banks a	lso
Do yo	ou want Curtis Banks to approach the	bank to det	ermine	if they are	e willing to	provide a cop	oy of the	valuation	addresse	ed to us?	
	e may be a charge by the bank for th require a second independent valuati				_		luation.	Where the	e bank re	fuses to share their valuation,	we
		Yes,	please	approach	the bank	N	lo, pleas	e instruct	a valuat	ion from the firm below	

7.2 Valuer (continued)						
Will you be using a Curtis Banks panel surveyor?	Please	contact us if you we	ould like to discus	ss furthe	r.	of fees is available on our website.  urveyors (RICS).
Firm						
Contact						
Address						
Telephone				Fax		
Email address						
7.3 Property manager						
To manage the property, if we require a P	roperty Manager.					
	Must be an RICS regi	istered surveyor or p	professional prope	rty mana	gement firm.	
Firm						
Address						
Telephone				Fax		
Email address						
7.4 Reinstatement Cost A  If the property is listed, or has a declared preferred surveyor below.			n all cases a form	al RCA t	o be commissione	d. Please give the details of the
Firm						
Contact						
Address						
Telephone				Fax		
Email address						

## 8 Seller/transferor

This section is for details of the seller (if a property purchase) or the transferor and their solicitor.

#### 8.1 Details of seller

This section is only applicable if you are 8.2 below.	purchasing the property. If the property is bei		nother pension scheme, ple	ease refer to section
	Seller			
Name	in respect of a property purchase. Pleas	se provide the seller's de	etails below.	
Address				
Telephone		Fax		
Email address				
Is the seller(s) connected to you or your syndicated members?	Yes If Yes, please give details of conne	ection below.		
, , ,				
	No, there is no connection to the selle	er		
	In the event there is no connection between			
Is there any associated transaction	other ongoing associated transactions between	en you and your syndical	1	(S).
where this acquisition forms part of a larger transaction involving the	Yes Please give details below.		No	
acquisition of other property, assets or goodwill owned by a connected party?				
8.2 Details of transferor	r			
This section is only applicable if you are 8.1 above.	transferring the property in from another pen	sion scheme. If you are	purchasing the property, ple	ease refer to section
	Transferor in respect of a property transfer from a	nother pension scheme		
Name	m.respect of a property standard from a			
Address				
Telephone		Fax		
Email address				
8.3 Seller's/transferor's	solicitor			
Name				
Address				
Telephone		Fax		
Email address		I dA		

# 9 Additional information where the property is to be acquired via joint title ownership

This section is to be completed where Curtis Banks is to acquire a partial interest in the property jointly with one or more joint title holders.

9.1 Curtis Banks'	share of	f the prop	erty						
Purchase pi share in the proj purchased by Partial interest in th to be acquired by C	perty to be the SIPP(s) ne property	£	%						
9.2 Joint title hol	der detc	ails							
Please copy this page if there	e is more than	one Joint Own	ier.						
1 Full name of joint t	title holder								
Contact name (if a	ppropriate)								
	Address								
	Telephone				Fax				
Em	nail address								
Share of th	ne property	%	Borrowing	£		Connected party t	o any client?	Yes	No
Joint title holder's so	licitor firm								
Solicitor fi	rm contact								
Solicitor fi	rm address								
	Telephone				Fax				
Em	nail address								
00 4									
9.3 Accountant/									
An accountant/property man	ager will be i	required to bill	rent to the ter	nant on behalf of joint	title holders	and deal with any	y VAT requireme	ents.	
Accountant/property ma	anager firm								
Fi	rm contact								
Fi	rm address								
	Telephone				Fax				
	' nail address								

Please note: if one of the above is unable to undertake all duties collectively, it may be the case that more

than one Appropriately Qualified Person (AQP) will need to be appointed.

#### 10 Terms explained

accountant	a professional who is appointed by us to manage a property which is either partially owned by us or owned under the joint title ownership structure, who holds ACA, ACCA, CIMA or equivalent qualification.	lead member	the client chosen by the clients to liaise with the syndicated members and to provide all instructions to Curtis Banks in relation to a property.  You will be the lead member where you are the sole client.		
connected party	a connected person as defined in section 993 of the Income Tax Act 2007. This includes amongst others:  a. you, your spouse, registered civil partner, children, parents, siblings and other direct descendants and ancestors of you and your spouse or registered civil partner;  b. in respect of an investment in property, any syndicated member and their relatives as in a. above;  c. a company of which an individual (or individuals)	market value	the price an investment may reasonably be expected to fetch on the open market calculated in accordance with section 272 of the Taxation of Chargeable Gains Act 1992		
		property manager	a Royal Institution of Chartered Surveyors (RICS) registered surveyor or professional property management firm who is appointed by Curtis Banks to manage the property.		
		TOGC	Transfer of Going Concern		
group investment agreement	in a. and b. control 20% or more of the shares.  where a property is held on behalf of more than one client, an agreement between the syndicated members, or the syndicated members and Curtis Banks, setting out each client's ownership share and the process that will be followed should any of the clients wish to sell the property or their share in it.	taxable property	assets that attract a tax charge if held directly or indirectly (i.e. within certain investments unless covered by specific exemptions) by your SIPP which includes residential property.		
joint title holder	where Curtis Banks has a partial interest in the property, the individual, company or other legal entity who has a joint ownership in the property.				

### 11 Declaration, details of ownership and signature(s)

For your own benefit all clients should read carefully the declaration below before signing in section 11.2. If you do not understand any point then please ask your adviser or us for further information.

#### 11.1 Client's declaration

#### Declaration

- I declare that to the best of my knowledge and belief the statements made in all sections of this Property Form (whether in my handwriting or not) are full and accurate.
- I confirm that I have received a copy of the Property Insurance Notes and acknowledge that these form part of my agreement with Curtis Banks. I acknowledge that unless legal responsibility rests with a third party, Curtis Banks will arrange for the property to be insured on their block insurance policy. Please see the Property Guide for details on the possible price matching service under the block policy.
- I confirm I have received a copy of the Property Guide.
- I understand that Suffolk Life Annuities Limited will proceed to acquire the property (or a partial interest in the property) and acknowledge that title to the property may be held in the name of a joint title holder.
- Where there is more than one client, I confirm that following completion of the property acquisition, I will sign up to
  a Group Investment Agreement supplied by Curtis Banks.
- I authorise Curtis Banks to instruct the above mentioned solicitor, valuer or lender as may be decided.
- I understand that before acquiring the property, Curtis Banks will arrange an environmental audit from their chosen
  provider and that during the time my SIPP is invested in the property, Curtis Banks may also arrange an environmental
  audit from their chosen provider if advised as necessary by a suitably qualified professional and take such action as
  it sees fit to mitigate an environmental contamination risk which may include the purchase of insurance and that my
  SIPP's share of any costs and charges will be payable from my SIPP.
- I acknowledge that Curtis Banks does not monitor the property on an ongoing basis. I acknowledge that any responsibility for doing so falls upon me and any other clients and that I will reimburse Curtis Banks to the extent of my share of any liabilities, losses, damages and costs which it may incur, for example, as a result of the property becoming or remaining taxable property.
- I agree to be solely responsible for my share of all costs, fees and charges associated with the ongoing administration of the property and these will be payable from my SIPP.
- I agree to be solely responsible for my share of all liabilities, losses, damages and costs which Curtis Banks may incur
  in holding the property and I agree to reimburse Curtis Banks if they are responsible to pay any such liabilities, losses,
  damages and costs.
- Where there is more than one client, liability is acknowledged and agreed to be joint and several. This means that I
  am jointly and individually liable for the whole amount.
- I acknowledge that in the event that I do not instruct Curtis Banks to obtain a formal insurance reinstatement value
  for the property from a suitably qualified professional of my choosing, and one is not provided, any claim may be
  scaled back by insurers. This means that the actual amount paid out in settlement of a claim could be significantly
  less than the amount required to reinstate the property.

## 11 Declaration, details of ownership and signature(s) (continued)

#### 11.1 Client's declaration

## Waiving of cooling off rights

- By completing this form and requesting you to proceed with the acquisition procedures I acknowledge that my right
  to cancel the establishment of my SIPP with you (if or where applicable), and my right to cancel an in specie transfer
  including commercial property, is hereby waived unconditionally.
- I understand that this means where I would normally have a right to cancel the establishment of my SIPP and to cancel a transfer that I no longer have the right to receive back any contributions paid within the cancellation period and am liable for all applicable costs and fees.

#### 11.2 Details of ownership and signature(s)

		The proposed percentage shares in the property should reflect the respective contributions towards the purchase price by each client.						
		Please complete the following for each client in the order in which they have I	peen entered	in section 2.2.				
1	Name							
Si	gnature	Date						
		Ownership share	9/2	Loan sha (if applicabl				
				(ii appricasi				
	Name							
2)								
51	gnature	Date						
		Ownership share	96	Loan sha (if applicabl	<b>%</b>			
3	Name							
Si	gnature	Date						
-	<b>3</b>	Ownership		Loan sha	re			
		share	76	(if applicabl				
4	Name							
Si	gnature	Date						
		Ownership share	%	Loan sha (if applicabl				
5	Name							
Si	gnature	Date						
5.	5 nature	Ownership		Loan sha	re			
		share	%	(if applicabl				
		iter completion and confirmed in a Group oply, and which all joint investors will need to sign.  Total of ownership share		Total of loa	100/0			
	Jup	Fry, and mineral and joint introducts with need to sign						

Curtis Banks Pensions, T 0370 414 7000 153 Princes Street, F 0370 414 8000 Ipswich, IP1 1QJ curtisbanks.co.uk

#### Call charges will vary. We may record and monitor calls.

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"Curtis Banks Pensions" is the trading name of SLPL

CBGL, CBL, TPTSB, BPTM, SPST, CTL, MPTL, TQPL, TPTL, CrTL have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. SLPL, SLAPC have their registered office at 153 Princes Street, Ipswich, Suffolk, IP11QJ. CBL and SLPL are authorised and regulated by the Financial Conduct Authority, SLAL is authorised as an insurance company authorised by Prudential Regulation Authority (PRA) and regulated by the FCA and PRA. CBGL, CBL, BPTL, CTL, SPSTL, MPTL, TQPTL, TPTL, CrTL and TPTSB are members of a VAT group with VAT registration number 207996471. SLPL, SLAL and SLAPC are members of a VAT group with VAT registration number 241841520.

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