

# FURTHER/REMAINING PROPERTY SHARE PURCHASE FORM

**Focused pension administration, by Curtis Banks**



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

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- Key Features
- Property Guide
- **Further/Remaining Property Share Purchase Form**
- Panel of Property Professionals
- Property Insurance Notes (where applicable)
- Declaration of Trust/Group Investment Agreement (where applicable)

Your future, our focus.

Only one Further/Remaining Property Share Purchase Form per property is required.

Please contact your adviser for an application form.

Please use this form if you want Curtis Banks to acquire a further or the remaining share in a property already held as an investment in your pension fund under our Nominee, Joint Title or Partial Ownership structure.

All SSAS Members must sign the form.

This is a legally binding document between you and Curtis Banks. If you have any queries please contact your adviser. Your application can be either posted to us, or sent via secure mail. Please complete this form using black ink and block capitals.

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 7 - Terms explained.

## Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please contact our SSAS Administration Team on 0370 414 7000 or [ssas.admin@curtisbanks.co.uk](mailto:ssas.admin@curtisbanks.co.uk) to discuss any support adjustments that may be available to you.

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# 1 Details of client(s)

This section is for completion by all clients who wish to invest. Joint investors should nominate a **lead member** 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 acquisition of the property and its subsequent management, including disclosure (where required) of individual client cash balances.

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

My/our adviser [Please proceed to section 1.1](#)

Me/us [Please proceed to section 1.2](#)

## 1.1 Adviser's details

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

**Forename**

**Surname**

**Adviser Firm**

**Office**

**Mobile**

**Telephone numbers**

**Email address**

## 1.2 Clients' personal details

If there are more than 5 clients, please use photocopies of page 4 and attach them to the form.

This first client will be the lead member.

1

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

**Forename**

**Middle name(s)**

**Surname**

**Plan number(s)**

**Date of birth** Day/Month/Year

**Home**

**Work**

**Telephone numbers**

**Mobile**

**Email address**

2

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

**Forename**

**Middle name(s)**

**Surname**

**Plan number(s)**

**Date of birth** Day/Month/Year

**Home**

**Work**

**Telephone numbers**

**Mobile**

**Email address**

## 1.1 Clients' personal details (continued)

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3

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

Forename

Middle name(s)

Surname

Plan number(s)

**Date of birth** Day/Month/Year

Home

Work

Telephone numbers

Mobile

Email address

4

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

Forename

Middle name(s)

Surname

Plan number(s)

**Date of birth** Day/Month/Year

Home

Work

Telephone numbers

Mobile

Email address

5

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

Forename

Middle name(s)

Surname

Plan number(s)

**Date of birth** Day/Month/Year

Home

Work

Telephone numbers

Mobile

Email address

## 2 Property information

Address of the property  
(the property)

Scheme reference number

## 3 Further/remaining property share purchase instruction

Please complete this section to confirm the further percentage share you would like Curtis Banks to acquire in the property.

### 3.1 Further property share

If you would like Curtis Banks to acquire a further share in the property, please confirm:

% interest in the property  
to be acquired by Curtis Banks  %

Is purchase price subject to VAT?  Yes  No

If yes, is the purchase price  
stated above VAT inclusive?  Yes  No

If subject to VAT, VAT registration, VAT partnership agreement and Option to Tax documents will be required.

Will Curtis Banks be assigned a  
further share of the existing loan?  Yes  No

If Yes, please confirm the percentage:

%

### 3.2 Remaining property share

If you would like Curtis Banks to acquire the remaining share in the property, please confirm:

Purchase price of the remaining  
share in the property to be  
purchased by the SSAS  £

Please be aware that if the seller is a connected party, we are required under HMRC regulation to purchase the  
remaining share at the current market value.

Is a loan required?  Yes  No

If Yes, please complete section 4.2.

Is the property listed?  Yes  No If Yes, we will require a formal Reinstatement Cost Assessment (RCA) to be commissioned.  
Please refer to Section 5.4.

Are composite panels used in  
the construction of the building?  Yes  No If Yes, we may require additional information/surveys as part of the acquisition.

## 4 Sources of funds

This section is for details of further/remainder share purchase. It tells us how you propose to finance the acquisition.

The sources of funds include lending, transfer values from other pension schemes, contributions to your SSAS, and existing SSAS funds.

### 4.1 Property purchase

#### Funds for the purchase

These can be assembled from the following:

Transfers	£
Contributions	£
Existing SSAS funds	£
Subtotal	£
Less current approximate SSAS borrowings	£
Current net fund value	£

Borrowing is limited to 50% of the net value of your SSAS 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.

Do you need to borrow funds?      Yes      No      [If Yes, please give details below. Otherwise go on to section 5.](#)

### 4.2 Details of lender

Name of lender

Contact name

Address

Telephone

Fax

Email address

#### 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](#)

## 5 Professionals

This section is for details of your preferred professionals.

### 5.1 Solicitor

To purchase the additional share in the property and, where necessary, to draw up any necessary legal documentation.

**Do you wish to use a  
Curtis Banks panel solicitor?**

**Yes** Please provide details of the chosen firm from our panel. If no details are provided, we will allocate a panel firm on your behalf. The Panel of Property Professionals document is available on our website, or contact us or your adviser.

**No** Please provide details of your chosen firm below.

**Firm**

**Contact**

**Address**

**Telephone**

**Fax**

**Email address**

### 5.2 Valuer

To advise on the market value/the terms of any new lease.

**Will you be using a  
Curtis Banks panel surveyor?**

**Yes.** The Panel of Property Professionals document, to include a schedule of fees is available on our website. Please contact us if you would like to discuss further.

**No.** Please give details below.

This must be an independent valuer registered with the Royal Institution of Chartered Surveyors (RICS).

**Firm**

**Contact**

**Address**

**Telephone**

**Fax**

**Email address**

## 5.3 Property manager

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To manage the property.

**Do you wish us to appoint a property manager?**

**Yes.** Please give the details of the preferred property manager below.

**No.** We will contact you if we require a property manager to be appointed, for example, if there are residential parts of the property, areas that are not let or common areas such as stairwells or shared facilities.

This must be a RICS registered surveyor or professional property management firm.

**Firm**

**Address**

**Telephone**

**Fax**

**Email address**

## 5.4 Reinstatement Cost Assessment Surveyor

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If the property is listed, or has a declared value over £1million, we will require in all cases a formal Reinstatement Cost Assessment (RCA) to be commissioned. Please give the details of the preferred surveyor below.

**Firm**

**Contact**

**Address**

**Telephone**

**Fax**

**Email address**

## 6 Seller

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

### 6.1 Details of seller

**Name**

**Address**

**Telephone**

**Fax**

**Email address**

**Is the seller(s) connected to you or your syndicated members?**

**Yes** If Yes, please give details of connection below.

**No, there is no connection to the seller**

In the event there is no connection between you and the seller, we will require you to confirm that there are no other ongoing associated transactions between you and your syndicated members and the seller(s).

**Is there any associated transaction where this acquisition forms part of a larger transaction involving the acquisition of other property, assets or goodwill owned by a connected party?**

**Yes** Please give details below.

**No**

### 6.2 Seller's solicitor

**Name**

**Address**

**Telephone**

**Fax**

**Email address**

## 7 Terms explained

<b>accountant</b>	a professional who is appointed by us to manage a property which is partially owned.
<b>connected party</b>	a connected person as defined in section 993 of the Income Tax Act 2007. This includes amongst others: <ol style="list-style-type: none"><li>you, your spouse, registered civil partner, children, parents, siblings and other direct descendants and ancestors of you and your spouse or registered civil partner;</li><li>in respect of an investment in property, any syndicated member and their relatives as in a. above;</li><li>a company of which an individual (or individuals) in a. and b. control 20% or more of the shares.</li></ol>
<b>declaration of trust / group investment agreement</b>	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.
<b>joint title holder</b>	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.
<b>lead member</b>	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.
<b>market value</b>	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.
<b>property manager</b>	a Royal Institution of Chartered Surveyors (RICS) registered surveyor or professional property management firm who is appointed by Curtis Banks to manage the property.
<b>taxable property</b>	assets that attract a tax charge if held directly or indirectly (i.e. within certain investments unless covered by specific exemptions) by your SSAS which includes residential property.

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

For your own benefit all clients should read carefully the declaration below before signing in section 8.2. If you do not understand any point then please ask your adviser or us for further information.

### 8.1 Client's declaration

#### Declaration

- I declare that to the best of my knowledge and belief the statements made in all sections of this Further/Remaining Property Share Purchase Form (whether in my handwriting or not) are full and accurate.
- I confirm I have received a copy of the Property Guide.
- I authorise Curtis Banks to instruct the above mentioned solicitor, valuer or lender as may be decided.
- 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 SSAS.
- 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.

## 8.1 Client's declaration (continued)

- 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.

## 8.2 Details of ownership and signature(s)

The proposed percentage shares in the property should reflect the respective contributions towards the purchase price of the share by each client.

Please complete the following for each client in the order in which they have been entered in section 1.1.

1	Name	Date	Ownership share	%	Loan share (if applicable)	%
	Signature					
2	Name	Date	Ownership share	%	Loan share (if applicable)	%
	Signature					
3	Name	Date	Ownership share	%	Loan share (if applicable)	%
	Signature					
4	Name	Date	Ownership share	%	Loan share (if applicable)	%
	Signature					
5	Name	Date	Ownership share	%	Loan share (if applicable)	%
	Signature					
6	Name	Date	Ownership share	%	Loan share (if applicable)	%
	Signature					
The ownership shares will be finalised after completion and confirmed in a Declaration of Trust which we will supply, and which all investors will need to sign.			Total of ownership share	100%	Total of loan share	100%

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

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

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