



FAMILY SUNTRUST

PROPERTY INSTRUCTION

Phoenix Wealth, Self Invested Pensions, PO Box 1394, Peterborough, PE2 2TQ.

When to use this form?

This form can be used, if all Participants agree, to request a UK commercial property purchase, or acquisition through a transfer from another registered pension scheme, as an investment in the Scheme.

Important notes

Before returning this form you should read the:

- Terms & Conditions - Family Suntrust Scheme
- Family Suntrust - Guide to fees
- Investment in commercial property guide

If you do not understand any point please speak to the Financial Adviser.

Words and expressions defined in the **Terms & Conditions** shall have the same meaning in this property instruction form.

We need the information in this form to make a decision on whether a proposed property would be an acceptable investment. We can't continue with the property purchase/transfer until this form is fully completed.

1. FAMILY SUNTRUST SCHEME DETAILS

| | | |
|-----|----------------------|---|
| 1.1 | Scheme name | Family Suntrust Scheme |
| 1.2 | Scheme number | P W <input type="checkbox"/> |

2. PROPERTY INFORMATION

| | | |
|-----|---|---|
| 2.1 | Address (inc postcode) | |
| 2.2 | Description of property (Type, construction and proposed use – please tell us what all parts of the property are used for) | |
| 2.3 | If investment in land please provide the approximate size in hectares | |
| 2.4 | Do any of the Participants or any connected parties own adjacent property or land? (Connected parties include relatives, business associates or a company where the Participant or a connected party is a director) | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide information in section 5 |
| 2.5 | How old is the property? | |
| 2.6 | What type of tenure applies to this property? | <input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold |

| | | |
|------|--|---|
| 2.7 | If this is a leasehold property what is the: (i) outstanding period of the head lease (ii) current annual ground rent (if known) | |
| 2.8 | What is the property purchase price? (excluding VAT) | £ |
| | | VAT details: <input type="checkbox"/> VAT payable <input type="checkbox"/> Transfer of a going concern <input type="checkbox"/> No VAT liability |
| 2.9 | Is election for VAT required? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.10 | What is the current property value? (if known) | £ |
| 2.11 | If this is a cash purchase, how will it be funded? | Pooled fund Scheme borrowing Member/employer contribution Total |
| 2.12 | Does the property include any residential elements or any gardens or grounds attached to residential elements? | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5) |
| 2.13 | Will the property be purchased/transferred with any additional rights or restrictions, e.g. parking spaces, access rights over adjoining land, etc? | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5) |
| 2.14 | Are any refurbishments/renovations to the property proposed within six months of the purchase date? (include estimated cost in section 5) | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5) |
| 2.15 | Are you aware of, or planning, any building, construction or redevelopment of the site? (include estimated cost in section 5) | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5) |
| 2.16 | Does the property have an Energy Performance Certificate (EPC)? (If yes, please send us a copy) | <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5) |

3. VENDOR INFORMATION

Vendor details

| | |
|--|---|
| Name | |
| Address (including postcode) | |
| Telephone number | |
| Email | |
| Is the vendor connected to any of the Participants for example a relative, business associate or a company where a Participant or a connected person is a director? | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is the connection? |

Vendor's solicitor's details

| | |
|--|--|
| Firm name | |
| Dealing solicitor's name | |
| Address (including postcode) | |
| Telephone number | |
| Email | |
| DX number | |

4. LEASE AND TENANT INFORMATION

Will an existing lease(s) continue upon purchase/transfer?

| | |
|-------------------------------------|---|
| <input type="checkbox"/> No | If no, and a new lease(s) is to be drawn up, please confirm the term and proposed rent £ |
| <input type="checkbox"/> Yes | If yes, please send a copy of the existing lease(s) with this form. If you don't, it will delay the property valuation. |

Please complete this table in all circumstances. If there are additional tenants, please copy and complete the following questions.

| | First tenant | Second tenant |
|--|---------------------|----------------------|
| Name | | |
| Business activity | | |
| Address (including postcode) | | |
| Telephone number | | |
| Annual rent | £ | £ |
| How many years has the tenant been in the property? | | |
| Years remaining | | |

If you tick yes below, please provide details in section 5.

| | | |
|---|--|--|
| Has the tenant ever been in arrears? | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Are there any break clauses? | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Are there any sub-tenancies? | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Is the tenant connected to you eg a relative, business associates or a company where the Participant or a Connected party is a director? | <input type="checkbox"/> No <input type="checkbox"/> Yes | <input type="checkbox"/> No <input type="checkbox"/> Yes |

We will need copies of all leases affecting the property before the purchase/transfer of the property can be completed. If available, they should be sent in with this **Property instruction form** as this will speed up the process of purchasing/transferring the property.

5. ADDITIONAL INFORMATION

When adding information, please specify which section and question this relates to. If you need more space, please use a copy of this section. The Scheme name must appear on any copy and all Participants must sign any copies of this section.

6. SOLICITOR'S DETAILS

We will appoint a solicitor from our panel to act for the Trustee.

If your solicitor has already undertaken some preliminary work on your behalf please provide their contact details below. Our solicitors may be able to use this to avoid duplication of effort.

| | |
|--|--|
| Firm name | |
| Contact name | |
| Address (including postcode) | |
| Telephone number | |
| Email | |
| DX number | |

7. SURVEYOR'S DETAILS

The scheme will select and instruct a RICS qualified surveyor. Alternatively, if you want to select your own surveyor please let us know their contact details.

| | |
|--|--|
| Firm name | |
| Contact name | |
| Address (including postcode) | |
| Telephone number | |
| Email | |

Where borrowing facilities are required, the bank/building society may have their own panel of surveyors.

8. BORROWING DETAILS

This section should only be completed if borrowing is needed to buy the property.

Borrowing will be arranged in the name of Phoenix Wealth Trustee Services Limited as the Trustee of the Scheme. The repayment method for borrowing must be capital and interest.

Proposed lender details

| | |
|--|--|
| Name | |
| Contact name | |
| Address (including postcode) | |
| Telephone number | |
| Email | |

The lender may want to use their surveyor. In this case, the additional costs for the lender's survey must be paid from the scheme.

9. DECLARATION

This section must be signed by all Participants. If a Participant is acting on behalf of Minors as Parent/Guardian they only need to sign once.

For your own benefit and protection you should read the **Guide to commercial property**. If you don't understand any point, please speak to the Financial Adviser.

I/we request that:

- Phoenix Wealth Services Limited (the 'Scheme Administrator') starts the process of purchasing/transferring the proposed property, which will form part of the Scheme's Pooled Fund.

I/we understand that:

- The legal owner of the property and the landlord for letting purposes will be Phoenix Wealth Trustee Services Limited (the 'Trustee'). The Scheme Administrator will be responsible for making decisions regarding the ongoing administration, management and ownership of the property. Such decisions will not be referred to the Participants before being made. Such decisions may relate to (amongst other things) rent reviews, lease renewal, the exercise of break clauses, whether to pursue insurance or legal claims, etc.
- The Scheme Administrator will inform us, through the Financial Adviser, of decisions made in relation to the property except where to do so would prejudice the Scheme Administrator's and/or the Trustee's position with regard to any dispute or litigation in respect of the property.

I/we agree to:

- The Scheme Administrator deducting from the scheme cash account all costs reasonably incurred in relation to the proposed property purchase/transfer and ongoing administration and ownership of the proposed property. I/we understand that I/we am/are responsible for ensuring there is sufficient available cash in the scheme cash account to cover all such costs relating to the proposed property investment and other costs and benefit payments of the Scheme as they fall due. I/we further understand that, where there is insufficient available cash to cover the costs, the Scheme Administrator may sell assets of the Scheme to cover the costs in accordance with the Terms & Conditions – Family Suntrust Scheme.

I/we confirm that:

- To the best of my/our knowledge and belief the statements in this form, including those not in my/our handwriting, are correct and complete.

Where borrowing is required:

I/we agree and consent to:

- The Scheme Administrator providing reasonable information to the lender in response to any enquiries of the lender necessary for confirmation of the information contained in and attached to this application and for the purpose of credit assessment.

| Full name | Signature | Date |
|-----------|-----------|---------------------|
| | × | □ □ / □ □ / □ □ □ □ |
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Phoenix Wealth Services Limited, trading as Phoenix Wealth, is authorised and regulated by the Financial Conduct Authority. Phoenix Wealth Services Limited is registered in England and Wales No. 02238458 and has its registered office at: 10 Brindleyplace, Birmingham, B1 2JB.