



RETIREMENT WEALTH ACCOUNT

PROPERTY INSTRUCTION

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

When to use this form?

This form can be used 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:

- Retirement Wealth Account - Terms & Conditions
- Retirement Wealth Account - Guide to charges
- 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. MEMBER DETAILS

Name of member	Membership number(s)
	</td

2. PROPERTY INFORMATION

2.1	Address (including 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 members or any connected parties own adjacent property or land? (Connected parties include relatives, business associates or a company where the member or a connected party is a director)	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide information in part 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?	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 members for example a relative, business associate or a company where a member or a connected person is a director?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is the connection? <input type="text"/>

Vendor's solicitor's details

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

4. LEASE AND LEASE INFORMATION

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

<input type="checkbox"/>	No	If no, and a new lease 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 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. All individuals purchasing the property must sign and include their policy number on 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. 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	

We will appoint a surveyor from our panel to carry out the survey if borrowing is needed. However, the lender may also want to use their surveyor. In this case, the additional costs for the lender's survey must be paid from the scheme.

8. DETAILS OF PROPERTY MANAGER

A property manager must be appointed for multi-tenanted properties, properties with common areas, properties where service charges are collected and properties considered non-standard by Phoenix Wealth.

Name of firm							
Address (including postcode)							
Telephone number							
Property manager's name							
Qualifications	<input type="checkbox"/>	FRICS	<input type="checkbox"/>	MRICS	<input type="checkbox"/>	Other	<input type="text"/>

9. APPOINTMENT OF PROPERTY COORDINATOR

This section should only be completed if a property coordinator is being appointed.

Property coordinator details

Name			
Address (including postcode)			
Telephone number			
Email			
I _____ (print name) agree to be appointed property coordinator of the property named in section 2 under the terms set out in this document.			

10. DECLARATION

This section must be signed by all members.

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

I/we hereby authorise:

- Phoenix Life Limited or Lambert Smith Hampton to appoint the surveyor and solicitor for the acquisition of the property detailed.
- Phoenix Wealth Trustee Services Limited to purchase or accept the transfer of the above property on my/our behalf as part of my/our pension fund assets.

I/we understand that:

- In the event of the purchase or transfer not proceeding, for whatever reason, all of the costs incurred will be met by me/us. This will include an administration fee.

I/we confirm that:

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

Where a property coordinator is being appointed:**I/We hereby appoint:**

- The property coordinator listed in section 9 of this form, to act on my/our behalf as property coordinator in respect of my/our pension scheme.

I/we understand that:

- The property coordinator will be the sole point of contact between me/ourselves and the scheme operator and I/we agree that any decision made by the property coordinator shall be binding on me/us and that any correspondence sent to the property coordinator or communication with the property coordinator shall be deemed to have been provided to me/all of us.

Full name	Signature	Date
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