



## 2. PROPERTY INFORMATION

2.1	<b>Address</b> (including postcode)	
2.2	<b>Description of property</b> (Type, construction and proposed use – please tell us what all parts of the property are used for)	
2.3	<b>If investment in land please provide the approximate size in hectares</b>	
2.4	<b>Do any of the members or any connected parties own adjacent property or land?</b> (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	<b>How old is the property?</b>	
2.6	<b>What type of tenure applies to this property?</b>	<input type="checkbox"/> Freehold <input type="checkbox"/> Leasehold
2.7	<b>If this is a leasehold property what is the:</b> <b>(i) outstanding period of the head lease</b>	
	<b>(ii) current annual ground rent (if known)</b>	£ <input type="text"/>
2.8	<b>What is the property purchase price?</b> (excluding VAT)	£ <input type="text"/> <b>VAT details:</b> <input type="checkbox"/> VAT payable <input type="checkbox"/> Transfer of a going concern <input type="checkbox"/> No VAT liability
2.9	<b>Is election for VAT required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.10	<b>What is the current property value?</b> (if known)	£ <input type="text"/>
2.11	<b>If this is a cash purchase, how will it be funded?</b>	Scheme borrowing <input type="text"/> £ Member/employer contribution <input type="text"/> £ <b>Total</b> <input type="text"/> £
2.12	<b>Does the property include any residential elements or any gardens or grounds attached to residential elements?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5)
2.13	<b>Will the property be purchased/transferred with any additional rights or restrictions, e.g. parking spaces, access rights over adjoining land, etc?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5)
2.14	<b>Are any refurbishments/renovations to the property proposed within six months of the purchase date?</b> (include estimated cost in section 5)	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5)
2.15	<b>Are you aware of, or planning, any building, construction or redevelopment of the site?</b> (include estimated cost in section 5)	<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details in section 5)
2.16	<b>Does the property have an Energy Performance Certificate (EPC)?</b> (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

<b>Name</b>	
<b>Address</b> (including postcode)	
<b>Telephone number</b>	
<b>Email</b>	
<b>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?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
	If yes, what is the connection? <input type="text"/>

#### Vendor's solicitor's details

<b>Firm name</b>	
<b>Dealing solicitor's name</b>	
<b>Address</b> (including postcode)	
<b>Telephone number</b>	
<b>Email</b>	
<b>DX number</b>	

#### 4. LEASE AND LEASE INFORMATION

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

<input type="checkbox"/> <b>No</b>	If no, and a new lease is to be drawn up, please confirm the term and proposed rent £ <input type="text"/>
<input type="checkbox"/> <b>Yes</b>	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
<b>Name</b>		
<b>Business activity</b>		
<b>Address</b> (including postcode)		
<b>Telephone number</b>		
<b>Annual rent</b>	£ <input type="text"/>	£ <input type="text"/>
<b>How many years has the tenant been in the property?</b>		
<b>Years remaining</b>		

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

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



## 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.

<b>Firm name</b>	
<b>Contact name</b>	
<b>Address</b> (including postcode)	
<b>Telephone number</b>	
<b>Email</b>	
<b>DX number</b>	

## 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

<b>Name</b>	
<b>Contact name</b>	
<b>Address</b> (including postcode)	
<b>Telephone number</b>	
<b>Email</b>	

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.

<b>Name of firm</b>	
<b>Address</b> (including postcode)	
<b>Telephone number</b>	
<b>Property manager's name</b>	
<b>Qualifications</b>	<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

<b>Name</b>	
<b>Address</b> (including postcode)	
<b>Telephone number</b>	
<b>Email</b>	

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
	x	□□ / □□ / □□□□
	x	□□ / □□ / □□□□
	x	□□ / □□ / □□□□
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