



# Property and Land Purchase Application Form

INCLUDING ENVIRONMENTAL AND PROPERTY INSURANCE

**HORNBUCKLE  
MITCHELL**

This form must be completed when purchasing a property with a Pension Scheme administered by Hornbuckle Mitchell. Please read the accompanying Guide to Property Purchase before completing this form.

Please tick the appropriate box below.

Is the property  A property purchase  An in-specie transfer  An in-specie contribution

## 1. Details of Member(s) Investing

### Main Contact

Title	Forename(s)		
Surname			
Address			
			Postcode
Daytime Telephone Number		Email	

Title	Forename(s)		
Surname			
Address			
			Postcode
Daytime Telephone Number		Email	

Title	Forename(s)		
Surname			
Address			
			Postcode
Daytime Telephone Number		Email	

Title	Forename(s)		
Surname			
Address			
			Postcode
Daytime Telephone Number		Email	

## 2. Property and Environmental Details

Address of property

	Postcode (must be completed)

Type of property (e.g. office, industrial unit etc)

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**Current use of property (must be completed)**

Please be as specific as possible, e.g. 3-storey office, storage of furniture etc. If this is a new build please provide a map highlighting the location.


**Proposed use of property (must be completed)**

Please be as specific as possible, e.g. 3-storey office, storage of furniture etc.


**In acres or hectares what area is being purchased?**

Please note fees may change depending on the size of the area, please contact us or visit our website for further details.

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**The property is** (please tick one option)

Land

Freehold

Leasehold

*If Leasehold, what is the outstanding term on the lease?*

**Purchase Price** £

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**Are the purchaser and the vendor connected parties? (must be completed)**

Yes

No

*If 'YES', please provide further details*

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**Does the purchase price include VAT?** Yes  No

*If 'NO', is VAT payable on purchase?* Yes  No

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**Does Hornbuckle Mitchell need to register the Pension Scheme for VAT?** Yes  No

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**Is the title registered?** Yes  No

**Approximate age of property?**

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<b>Is any part of the property residential?</b> (Please note a SIPP cannot receive any residential Ground Rents)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If 'YES', please provide further details (e.g. can the scheme member benefit?)</i>				
<input type="text"/>				
<input type="text"/>				

<b>What proportion of the property will the scheme own?</b>	%
<i>If NOT 100%, who will own the rest of the property?</i>	
<input type="text"/>	

<b>Is there existing Property Insurance?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If 'YES', are there any special arrangements?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If 'YES', please provide full details including copy policy/schedule</i>				
<input type="text"/>				
<input type="text"/>				

<b>How would you like to pay for your Property Owners Insurance?</b>	Monthly in advance	<input type="checkbox"/>	Annually in advance	<input type="checkbox"/>
<b>Do you wish Rental to be covered under the Property Owners Insurance?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>Proposed completion date</b>	<b>Annual rent payable (if known) £</b>
<small>(Please note completion usually takes between 6-12 weeks)</small>	

<b>Are there any building, construction or re-development plans for this site?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If 'YES', please provide details:</i>				
<input type="text"/>				
<input type="text"/>				

<b>Are you aware of any disputes of any kind in relation to this property?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If 'YES', please provide details:</i>				
<input type="text"/>				
<input type="text"/>				

<b>Has the property been inspected pursuant to the asbestos regulations and the inspection report prepared?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If 'YES', please supply a copy as soon as possible.</i>				

What is the surrounding land used for?

Are there any surface water bodies within 100m of the site?

Yes No 

*If 'YES', please state name (if known)*

Other relevant information/knowledge of the site (i.e. is this a new build or is the property on an industrial estate?)

Are there any underground storage tanks on the site?

Yes No 

*If 'YES' please state number, contents, volume, type, age and date of last inspection:*

Are there any above ground storage tanks on the site?

Yes No 

*If 'YES' please state number, contents, volume, type, age and date of last inspection:*

Are there any other chemicals or fuels stored on site (other than those used in a normal office building)?

Yes No 

*If 'YES' please state type, volume and storage method:*

During the past 5 years are you aware of any reportable releases or spills of hazardous substances, hazardous waste or any other pollutants?

*If 'YES', please provide details:*

During the past five (5) years are you aware of any prosecutions, or threats of prosecution or are there any current prosecution proceedings, for any offense directly or indirectly arising out of a release from the site stated on this form of any substance into sewers, rivers, sea, air or onto land or groundwater?

If 'YES', please provide details:


During the past five (5) years are you aware of any claims for cleanup or bodily injury, or property damage, resulting from the release of hazardous substances, hazardous waste, or other pollutants, from the site stated on this form into the environment.

If 'YES', please provide details:


At the time of signing this application, are you aware of any facts or circumstances which may reasonably be expected to result in a claim or claims being asserted against you or your company as a result of the release of pollutants from this site into the environment?


### 3. Lease Details

The property has

Vacant Possession

Existing Tenant

*If there is an existing lease please provide a copy*

Tenant/proposed tenant details:

Title	Forename(s)
Surname	
Address	
	Postcode
Daytime Telephone Number	Company registration no.

Are the member and the tenant connected parties?  Yes  No

If 'YES', please provide further details:

Registered Office Address

Postcode

Term remaining/proposed term  Rent/proposed rent  £  per annum

Payable  Monthly  Quarterly  Annually

Is the tenant VAT registered?  Yes  No

Is the tenant VAT exempt?  Yes  No

## 4. Finance Details

### 4.1 New Property Purchase

Purchase Price	£ <input type="text"/>
Plus VAT (if applicable)	£ <input type="text"/>
Plus Stamp Duty	£ <input type="text"/>
Plus legal and professional costs (incl. VAT)	£ <input type="text"/>
Plus refurbishment/improvement costs	£ <input type="text"/>
<b>Total cost</b>	£ <input type="text"/>

Do you need to borrow funds towards the property purchase?  Yes  No

If 'YES':

Amount of loan £  Interest rate  % p.a. Term of loan  years

How will loan be repaid?

Lender's Name	Contact Name
Address	
	Postcode
Telephone Number	Fax Number
E-mail	

**Balance of funds for the purchase will be provided from:**

Transfers £	Contributions £	Existing SIPP funds £
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## 4.2 Transferring Property from another Scheme

Scheme Name	Member's Ref Number (if applicable)
Name of Trustee/Administrator	
Address	
	Postcode
Telephone Number	Fax Number
E-mail	
Contact	

**Are you transferring a property from another scheme with an outstanding loan?**

Yes

No

*If 'YES', what is the amount outstanding amount on the loan?*

£

Initial Purchase Price	Last Valuation
Date of Valuation	

## 5. Vendor Information

### 5.1 Vendor's Details

Title	Forename(s)		
Surname			
Address			
			Postcode
Telephone Number		Fax Number	

Is the Vendor a connected Party?

Yes

No

### 5.2 Vendor's Solicitor's Details

Person in firm responsible			
Address			
			Postcode
Telephone Number		Fax Number	

## 6. Solicitor's Details

Solicitor you would like to use

Hornbuckle Mitchell Solicitor\*

Own Solicitor

If you are using your own solicitor please provide details below

Person in firm responsible			
Address			
			Postcode
Telephone Number		Fax Number	
E-mail			

#### Notes

- If you are using your own solicitors our standard fees may increase if we have to provide extra information or assistance to them.
- If you are using our solicitors, their charges will be confirmed to you.

\* Hornbuckle Mitchell do not have a panel of solicitors, however we can provide you with a list of solicitors to choose from.

## 7. Property Management

There must be a property manager appointed who will be responsible for the day-to-day management of the property. This can be the member.

It may be necessary to appoint a recognised property management company to collect rents on behalf of the trustees and to ensure that the terms of the lease are met.

Name of Property Manager	
Address	
	Postcode
Telephone Number	Fax Number
E-mail	

## 8. Investor's Share in Property (SIPP only)

Name	Share	%
Name	Share	%
Name	Share	%
Name	Share	%
Name	Share	%
Name	Share	%
<b>Total</b>		<b>100 %</b>

### Notes

The percentage holding must reflect each investor's contribution to the purchase price.

## 9. Declaration

**All investors should read the declaration below and sign and date this form**

- I confirm that I wish to acquire the property detailed in section 2 above using my Pension Scheme.
- I undertake to be bound by all the provisions of the 'Guide to Property and Land Purchase' which I have read and understood.
- I agree that Hornbuckle Mitchell should arrange an environmental report.
- I agree that all costs associated with the purchase and administration of the property should be met by my pension fund.
- I agree to indemnify Hornbuckle Mitchell in respect of all liabilities, losses, damages and costs that may occur in acquiring and holding this property in my pension fund.

- Please complete all necessary administration to make the purchase.
- I understand that Hornbuckle Mitchell will write to the solicitor (and bank if applicable) within their normal service standards. However should we receive an unsatisfactory Environmental Report, I understand Hornbuckle Mitchell will not be liable for any cost incurred if the property does not proceed as a result. Should you wish to wait for an acceptable Environmental Report please tick here  In which case we will not contact the solicitor.
- I understand that Hornbuckle Mitchell have arranged for Environmental and Buildings Insurance cover and I agree to pay the premiums.
- I confirm that if there is no Property Manager detailed in the property Management section, then I will be the Property Manager for the Scheme

Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date

## 10. Checklist

Please ensure the following documents are enclosed with your questionnaire:

- Copy of Property Valuation
- Copy of Rental Valuation
- Copy of existing lease (if applicable)
- Cheque for the Environmental Report made payable to Hornbuckle Mitchell

## Contact

If you have any questions or would like any further information, please contact us at one of the following regional offices.

### SCOTLAND, NORTHERN IRELAND & NORTH EAST

4 Albyn Place, Edinburgh EH2 4NG

T 0131 220 0353

F 0131 220 0369

E [scotland@hornbuckle.co.uk](mailto:scotland@hornbuckle.co.uk)

### NORTH WEST

Cotton Court, Middlewich Road, Holmes Chapel,  
Cheshire CW4 7ET

T 0845 345 7505

F 01477 539209

E [north@hornbuckle.co.uk](mailto:north@hornbuckle.co.uk)

### MIDLANDS (HEAD OFFICE)

Tyman House, 42 Regent Road, Leicester LE1 6YJ

T 0845 345 2555

F 0116 254 3342

E [midlands@hornbuckle.co.uk](mailto:midlands@hornbuckle.co.uk)

### LONDON & SOUTHERN COUNTIES

Ground Floor, Dolphyn Court, 10–11 Great Turnstile,  
London WC1V 7JU


T 020 7269 6939

F 020 7269 6930

E [london@hornbuckle.co.uk](mailto:london@hornbuckle.co.uk)

[www.hornbuckle.co.uk](http://www.hornbuckle.co.uk)

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**HORNBUCKLE  
MITCHELL**

