


A large green circle is positioned in the middle right of the page. It contains the text 'TAKEOVER PROPERTY QUESTIONNAIRE' in a white, uppercase, sans-serif font, arranged in three lines.

TAKEOVER PROPERTY QUESTIONNAIRE

The bottom portion of the page features a background image of several small green seedlings with two leaves each, growing upwards. The image is slightly blurred and has a soft, natural light feel.

We're here to help should you have any queries.
Call us on 0117 457 7784.

The purpose of this form is to assess whether the existing freehold or long leasehold property asset within the Morhart SSAS ('SSAS') is compliant with HMRC's regulations and the Rules which govern the Scheme.

Please complete the questionnaire as fully as possible and return it to:

Morhart Pension Services Ltd
Unit G6, Temple 1852
Lower Approach Road
Temple Meads
Bristol
BS1 6QS

If you have any queries regarding the completion of the form, please contact the Morhart team on 0117 457 7784.

Form Sections

- 1 Scheme Details
- 2 Existing Property Details
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- 4 Existing Lease Details
- 5 SSAS Trustees' Solicitor's Details
- 6 SSAS Trustees' Surveyors Details
- 7 Property Management
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1 Scheme Details

Scheme name

Scheme reference

2 Existing Property Details

Address

Postcode

Description/use of the property
(e.g. office, public house or light
industrial)

Is the title registered?

Yes

No

If yes, HM Land Registry Title Number

Freehold or Leasehold?

Freehold

Leasehold

If leasehold, please submit a copy of the headlease with this form and confirm the following:

Copy of headlease enclosed

Enclosed

Ground rent payable

£

p.a.

Remaining balance of the headlease (in
respect of the long leasehold)

years

Approximate age of property

years

Current or approximate market value of
the property

£

Is the property vacant or is there an
existing tenant?

Vacant possession

Existing tenant

Is the property subject to VAT?

Yes

No

Do you want us to register the SSAS for
VAT?

Yes

No

HMRC VAT reg. number of the SSAS

Who deals with the ongoing VAT
administration and the quarterly returns
on behalf of the SSAS?

Is there any residential element in the
property*?

Yes

No

- If yes, please provide full details
including who will occupy the
residential element of the property

Yes

No

Is the property co-owned (jointly
owned) with another party and, if so,
with whom?

Name of co-owner

Percentage split

Are there any disputes or ongoing issues with the neighbours or with the tenant?

Yes No

- If yes, please provide details:

--

Are there any outstanding insurance claims or rental arrears?

Yes No

- If yes, please provide details:

--

Is the property currently insured by the SSAS and when is the policy renewal date? Please enclose a copy of the policy schedule and the current certificate of insurance.

Yes No

Policy renewal date	
---------------------	--

Policy schedule & certificate of insurance enclosed

Please provide the full name of the original vendor/seller of the property to the SSAS.

--

- Is the vendor/seller a connected party?

Yes No

Actual date (or approximate date) when the property was acquired by the SSAS

--

The original purchase price

£

Does the property have any current planning permissions – e.g. building works or a change of use?

Yes No

- If yes, please provide details and enclose copies of relevant documentation

--

3 Existing Scheme Borrowing

Does the SSAS currently have any outstanding borrowings?

Yes No

- If yes, please provide details of each separate loan and enclose copies of the most recent loan account statements

Loan account statements enclosed

Are the existing borrowings secured over this property?

Yes No n/a

Original sum borrowed

£

Date the original loan was made

Current balance of the loan

£

Final repayment date of the loan

Lender's details:

Name

Address

Postcode

Telephone number

Email

4 Existing Lease Details

Please skip this section if the property/land is unoccupied.

Name of current tenant

--

Is the tenant a connected party?

Yes

No

Rental commencement date under the Lease

--

Current level of rent

£

Frequency of rental payments (in advance)

Monthly

Quarterly

Other

If other, please confirm frequency:

--

Next rent review date

Lease expiry date

Does the tenant have security of tenure re 1954 Landlord & Tenant Act?

Yes

No

Is the tenant VAT registered?

Yes

No

Is the tenant exempt for VAT purposes?

Yes

No

5 SSAS Trustees' Solicitor's Details

For re-registration with HM Land Registry and with any Lender.

Contact name

Name of firm

Address

Postcode

Telephone number

Email

6 SSAS Trustees' Surveyors Details

Chartered surveyor acting for the SSAS trustees:

Contact name

Name of firm

Address

Postcode

Telephone number

Email

7 Property Management

Will the SSAS trustees appoint a third-party property manager?

Yes

No

If yes, please confirm the following:

Contact name

Name of firm

Address

Postcode

Telephone number

Email

If the member trustees do not wish to appoint a third-party property manager then all of the member trustees are jointly responsible for managing the property/land.

8 Property Insurance

Please provide full details of the insurance broker or the insurance company (if the pension scheme's property insurance cover is taken out directly with the insurer):

Contact name

Name of firm

Address

Postcode

Telephone number

Email

9 Declarations

Please read the following declarations carefully and ensure that you fully understand them. We confirm as Member Trustees that:

- All statements made and information provided is accurate to the best of my/our knowledge.
- Morhart Pension Services Ltd ('Morhart') is authorised to discuss this property with any or all third parties which are listed within this questionnaire.
- Morhart and associated companies have given no advice in relation to the suitability of this property and that their liability shall be limited to the value of the assets of the SSAS.
- I/We understand the risks associated with this type of investment and acknowledge the illiquid nature of a property investment.
- I/We accept full liability for any tax charges or penalties which are imposed by HMRC as a result of this investment.
- I/We believe that this is an acceptable pension scheme investment and will continue to monitor this investment to ensure that it will not lead to tax charges.
- I/We confirm that we have obtained adequate insurance for the property and will provide Morhart with a copy of the relevant policy document.
- I/We confirm that if a third-party property manager is not appointed then the member trustee(s) is/are responsible for all ongoing property management.
- I/We acknowledge that Morhart does not monitor the property on an ongoing basis.

Trustee full name	
Signature	
Date	
Trustee full name	
Signature	
Date	
Trustee full name	
Signature	
Date	
Trustee full name	
Signature	
Date	