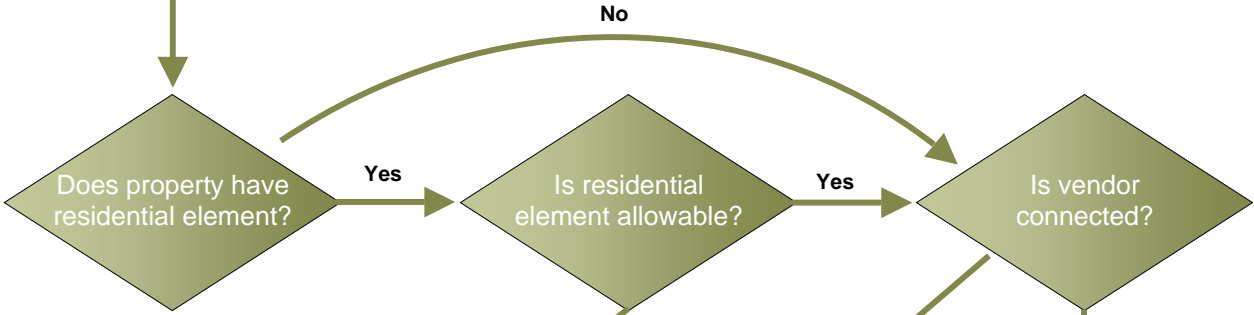


Property Purchase Process

SIPP is set up with Premier Pension Services
Timescale: 5-10 working days

Property Purchase is agreed. Relevant documentation is supplied to PPS¹, including: Property Questionnaire & Independent Valuation (capital, rental & reinstatement). PPS review documentation and respond to clients.
Timescale: 5 working days



The Property Purchase might not be able to proceed.
PPS will contact the clients to discuss situation.

The Purchase must proceed on the basis of a commercial market transaction, and must be supported by independent evidence.

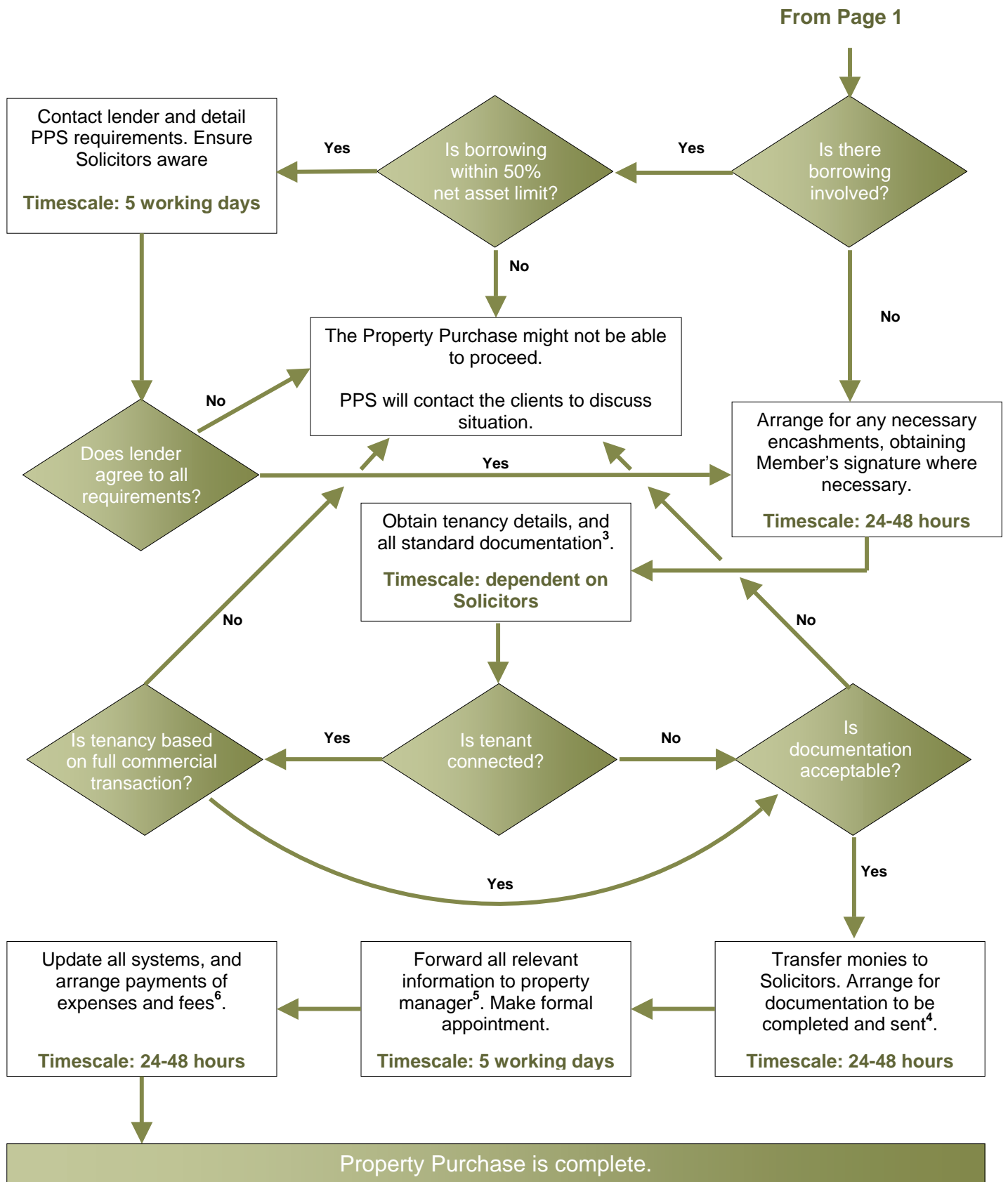
Environmental issues are reviewed. If surveyor has not confirmed that there are no issues in the original report, the question is passed to the solicitors, who undertake environmental searches as part of the purchase process².
**Timescale: dependent on surveyor/solicitor
Proceed with purchase in meantime**



Contact Member to determine whether PPS Solicitors are to be used. Send documentation on.
Timescale: 5 working days

Forward documents to Solicitors and instruct to proceed.
Timescale: 5 working days

Proceed to Page 2



Please remember to review the general notes on the next page

General Notes

- Timescales detailed are average turnaround times, and are subject to change depending on the complexity of the property.
- PPS are dependent on third parties for the provision of information and documentation, and cannot be held responsible for any delays incurred because of this.
- This flowchart represents a simplistic overview of property purchase, and PPS accepts no responsibility for factors affecting the purchase that may be omitted from the diagram.

Referenced Notes

1. To initiate the process of purchase, PPS require a completed Property Questionnaire, together with a survey undertaken by a suitably qualified individual. The survey should be addressed to PPS and the Member, and contain the following items:

A basic assessment of the condition of the property;
Independent Capital Valuation;
Independent Rental Valuation;
Reinstatement Value;
Clarification as to whether a structural survey is required;
Commentary on the environmental position of the property, including a recommendation as to whether a report by a specialist firm dealing with environmental hazards is advisable.
2. PPS require confirmation from a suitably qualified individual or body that there are no actual or potential environmental hazards that will affect the purchase. If the surveyor is unable to confirm this in the report, solicitors will normally undertake an environmental search on the property. If any issues arise from this report, or if the position is unclear, further work may be necessary. PPS will contact the Member to discuss this.
3. Standard documentation is usually provided by the solicitor, and is required in draft form by PPS prior to execution. These include:

Purchase contract/agreement;
Land Registry transfer;
Facility Letter (if borrowing applies);
Legal Charge (if borrowing applies);
Lease.
4. Once documentation is agreed, it should be signed by the Member prior to sending it to PPS. PPS will then return it to the solicitors as appropriate.
5. A property manager is often appointed to handle rent collection, rent reviews, mortgage payments etc. If this is the case, then PPS will liaise with them to ensure that the appointment is made on behalf of the Trustees. If the Member is undertaking the management of the property themselves, then they will need to provide certain undertakings to PPS to confirm that they will handle all of the necessary functions.
6. Fees in relation to the property purchase are normally borne by the fund, and include solicitor's fees and surveyor's fees.