

Property purchase/transfer in Application form

On completion please return this form to Property Department, Zurich Retirement Services, Pointon York House, Welland Business Park, Valley Way, Market Harborough, LE16 7PS.

Zurich Pension Trustees Limited is the Trustee of the Zurich Personal Pension (No.3Z) Scheme (the Scheme)

Capita Life & Pensions Regulated Services Limited (Capita) is the Scheme Administrator.

Proposed property

Address of Property

Postcode

The following information is needed to assess the feasibility of the property transaction. The Trustee will become the owner of the property and Capita will co-ordinate all day-to-day activities relating to the acquisition and its ongoing ownership. Capita will keep you informed of the progress of your proposed property transaction.

The Scheme will not purchase property that is valued below the minimum which is currently £100,000.

As the property purchase incurs costs, even if the property purchase does not reach completion, the Trustee and Capita will not start the process until you have signed the declaration section of this form.

Completion of this application does not constitute an instruction to the Trustee to purchase the property, nor a commitment on the participating members to personally purchase the property.

The Trustee and Capita cannot guarantee any property purchase timescale. Whilst the Trustee and Capita will endeavour to meet deadlines, the purchase timescale is dependent upon the complexity of the transaction and the assistance given to Capita by third parties.

This is not an application to set up a pension plan. You must have established the plan with adequate funds before completion of the property purchase. There is no guarantee that all pension plan applications will be accepted.

Property details

Brief description of property (type, construction, use)

Property purchase price

Property value (if known)

Tenure (please tick)

 Freehold Leasehold

Property details (continued)

If Leasehold, please state:

Unexpired period of lease years

Leasehold ground rent £

Landlord (if known)

Is the property being purchased from a member or a person connected* with a member? Yes No

***A connected person is defined in section 839 of ICTA 1988. More details of who can be classed as a connected person can be found in the 'Property guide' which is available on request. If you are unsure please contact your Adviser before proceeding.**

Answering 'Yes' to the following questions does not necessarily mean that the transaction is not viable, just that it requires further consideration and further information may be sought. Please provide details below. If more space is required for your answer please use the 'Additional information' section on page 6.

Will the property be used for leisure purposes or does it have affiliated leisure interests? Yes No

If 'Yes', please provide details

Does the member or any party connected* to the member own any land or property adjacent to the property that is being proposed for purchase by the Scheme? Yes No

If 'Yes', please provide details

Does the property include a residential element? Yes No

If 'Yes', please provide details

Solicitor

Capita will appoint a solicitor from its panel to act in respect of the conveyance and the lease.

Appointment of property co-ordinator

Property co-ordinator's role

The property co-ordinator can be the adviser, one of the participating members or anyone chosen to represent the participating members.

A copy of the property bank account statement will be sent out to the property co-ordinator, who will be responsible for ensuring the participating members are made aware of the account situation.

Terms of appointment

The participating members hereby appoint the property co-ordinator named below on the following terms:

- to act on behalf of the participating members in respect of all dealings with the Trustee and Capita regarding the property
- to ensure that all the participating members are updated and that any instructions given or decisions made by the property co-ordinator are those with which all the participating members would agree
- any instructions given or decisions made by the property co-ordinator shall be binding on the participating members
- the property co-ordinator shall act on behalf of the participating members in relation to the property such that the Trustee and Capita may treat all correspondence or communication as being with the participating members
- to be the sole point of contact between the participating members or Capita in relation to property-related matters. This applies throughout the purchase of the property and the life of the property while held in the pension plans of the participating members
- the property co-ordinator may resign or the participating members may jointly replace the property co-ordinator providing the appointment of a property co-ordinator is continuous. The participating members must notify any change to the appointment of the property co-ordinator to Capita immediately. A new property co-ordinator form must be completed, signed by all members and returned to Zurich Retirement Services, Pointon York House, Welland Business Park, Valley Way, Market Harborough, LE16 7PS before it will accept the appointment of a new property co-ordinator.

Property co-ordinator details

Name _____

Address _____

Postcode _____

Telephone number _____ Fax number _____

Email address _____

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

I agree to my appointment as property co-ordinator on the above terms.

Signature

Date signed

Property manager details

Capita reserves the right to appoint a property manager where it deems it necessary.

Please refer to 'Your administrative guide to Property' to confirm when a property manager should be appointed.

If you wish to appoint a property manager, please complete the details below.

Name _____

Address _____

Postcode _____

Telephone number _____ Fax number _____

Email address _____

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

Qualification (eg. RICS) _____

Vendor/Transferring scheme details

Vendor/Transferring scheme _____

Acting solicitor _____

Partner/Person dealing _____

Address _____

Postcode _____

Telephone number _____ Fax number _____

Email address _____

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

Anticipated exchange date _____ Anticipated completion date _____

Preferred surveyor (must be RICS qualified)

If the vendor is deemed to be a connected person, Capita will select a RICS qualified surveyor so please leave this section blank.

Company name

Partner/Person dealing

Address

Postcode

Telephone number

Fax number

Email address

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

Surveyor qualifications

Tenant's details

Tenant's name

Address

Postcode

Telephone number

(please tick)

Is the existing/proposed tenant connected to the member?

Yes

No

Is there an existing lease?

Yes

No

If Yes

What is the lease expiry date?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

What is the current annual rent?

£

If No

What is the proposed term of lease?

What is the proposed annual rent?

£

Type of business

Tenant's solicitor (required for new lease only)

Partner/Person dealing

Tenant's solicitor's address

Postcode

Telephone number

Fax number

Email address

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

DX number

Mortgage details

Is borrowing required?

Yes No

If 'Yes' please complete this section.

The maximum value of any mortgage is limited to 50% of the net value of your plan, subject to borrowing not exceeding 75% of the value of the property being mortgaged. Borrowing will be arranged in the name of Zurich Pension Trustees Limited as Trustee of the Zurich Personal Pension (No 3Z) Scheme. The Trustee will not be responsible for negotiating the facility. Please note that the annual rental income should be at least 115% of the annual loan repayments.

Suggested lender

Person dealing

Address

Postcode

Email address

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

Telephone number

Fax number

Borrowing requirements:

Amount

£

Term

Repayment method must be capital and interest only

VAT

A VAT election will enable the Trustee to recover VAT on the purchase and subsequent outputs subject to VAT. Please note the Scheme does not give advice on VAT matters and recommends that specialist advice is sought and such advice is passed to the Scheme if appropriate.

(please tick)

Is VAT payable?

Yes No

Is a VAT election to be made in respect of the building?

Yes No

Is the purchase to be treated as a transfer of a going concern?

Yes No

Details of your adviser

In order to process your application quickly it would help if you could complete these details

Business name

Contact person

Address

Postcode

Email address

If you intend to correspond with us via email, for security reasons we will only respond via email to the address stated here.

Telephone number

Fax number

Declaration

Each participating member must read the declaration and sign below

I understand that neither the Trustee or Capita will proceed with this application unless all the information is completed in full, as requested.

I declare that every statement made in this application is correct to the best of my knowledge and belief.

I request the Trustee and Capita to start the process of purchasing/transferring the proposed property, which will form part of my pension plan assets.

I understand that in acting upon the above request the Trustee and Capita will incur costs, irrespective of whether the purchase/transfer progresses to completion or otherwise and I agree to be wholly liable for such costs. I hereby indemnify the Trustee and Capita in respect of all such costs jointly and severally where this application is made with other participating members.

I agree to the Trustee and Capita deducting from my fund, all costs incurred by the Trustee's solicitors and surveyors, together with the property fees and any disbursements and such other costs that the Trustee or Capita may incur in relation to the proposed property purchase/transfer.

I understand that deductions from my pension fund will be made by the Trustee or Capita when the costs fall due.

I agree to personally pay on demand the aforementioned costs where there are insufficient funds under that pension plan.

I agree to the appointment of the property co-ordinator named on page 3, under the terms set out in this document.

Data protection

I agree that the personal information I provide to the Trustee and Capita may be used for the administration of my plan and for business analysis, and may be passed to companies in the same corporate groups as those companies for those reasons.

The information may also be passed to such of my professional adviser(s) as I notify to the Trustee or Capita, and to other third parties where necessary for the administration of my plan or to comply with a legal obligation.

Participating member(s)

Full name

Signature	Date signed	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Pension plan number (if known)	<input type="text"/>

Full name

Signature	Date signed	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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	Pension plan number (if known)	<input type="text"/>

Please let us know if you would like a copy of this in large print or braille, or on audiotape or CD.

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