EMBARK PENSIONS

PROPERTY WORKS INFORMATION FORM

Prior to completing this form please ensure that you have read our Property Works and Development Guide (available to download from our website at **https://embarkpensions.co.uk/property-2/**). If information requested in this form is not yet available, please insert TBC (to be confirmed).

Please complete this form and return it to us at the relevant email address below.

Embark Pensions: Property@embarkpensions.co.uk

Hornbuckle SIPP: PropertyPS@Hornbuckle.co.uk

EBS properties: Property@ebspensions.co.uk

Alternatively, please post to: **Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU.**

If at any time you need assistance in completing this form, please call our Customer Services team on **0344 544 0566.**

1. Description of works

2. Property Address

Postcode:

3. SIPP Reference

SIPP Reference:

4. Documentation

Please attach all relevant documents:

Full Outline of Works and Purpose ☐ Detailed Schedule of Works ☐ Contractor Quotes (minimum of 2) ☐

5. Joint Ownership

Joint Ownership: ☐ Yes ☐ No

If **Yes**, give details of joint owners and property split.

6. Title: Freehold or Leasehold?

Freehold ☐ Leasehold ☐

If leasehold, has Head Landlord's consent been obtained? ☐ Yes ☐ No

7. Categorisation of Works:

Landlord Works ☐ Tenant Works ☐ Landlord and Tenant (Mix) ☐

Any additional information to support categorisation (e.g. lease clause/nature of works):

Are the above costs actual or estimated costs? Actual ☐ Estimate ☐

8. Cost of works including professional fees

If exact costs are not yet known, please include estimate:

Build costs:	£
Professional costs:	£
Total costs:	£

If such costs are to be paid by the Landlord and the Tenant, please advise the agreed split (in amounts or percentage):

Landlord:	%	£
Tenant:	%	£

9. Panel Solicitor

Panel Solicitor: should a **Deed of Variation** or **Licence to Alter** be required, please advise if you have a preferred panel solicitor (see Panel Solicitor List and Fees document available from the property webpage at **embarkpensions.co.uk**):

Solicitor

Butcher & Barlow	☐	Trethowans	☐
Birketts	☐	Morton Fraser	☐

If you do not select a solicitor from our panel, we will select one for you.

10. Funding for Landlord Works (or contribution):

Balance of funds (if required) will be provided from the following sources (transfers and/or contributions). Funds must be in place before works commence.

Source of Funds:

Transfer in amount	£	Date:	D D M M Y Y Y Y
Contribution Amount	£	Date:	D D M M Y Y Y Y

Bank finance is generally not permitted for development works but may be allowed at the sole discretion of the Embark Property Investment Committee subject to certain conditions including a cost overrun guarantee and compliance with HMRC rules. Please contact us if you wish to discuss further.

11. Professional appointments for Landlord Works:

Architect/Surveyor/Project Manager/Structural Engineer to act on behalf of the SIPP:

Role:

Name:

Address:

Postcode:

Fees agreed: £

Role:

Name:

Address:

Postcode:

Fees agreed: £

Role:

Name:

Address:

Postcode:

Fees agreed: £

Role:

Name:

Address:

Postcode:

Fees agreed: £

12. Valuation - valuer to undertake a market and rental valuation of the property:

There should be a clear and genuine benefit to the scheme in carrying out the works. This would generally be an expected uplift in the market value and rental value of the property, but may also include making a property more marketable for sale or let. Evidence of genuine benefit will need to be provided by professional advice from a RICS surveyor including a valuation to evidence the market value and rental value both before the works and estimates of such values after the works.

Name:

Address:

Postcode:

The valuation report and invoice will be addressed to the SIPP trustee(s).

13. Planning/Building Control and other local authority consents:

Is planning permission required? ☐ Yes ☐ No

If **Yes**, has all necessary planning permission consent been obtained? ☐ Yes ☐ No

Is building regulations approval required? ? ☐ Yes ☐ No

Please provide details of any planning permission (application number and stage of process) and building regulations approval (Full Plans approval/Building Notice if located in England and Wales or Building Warrant number if in Scotland and stage of process):

14. Residential Property:

Is any area of the premises or associated land used as residential property? ☐ Yes ☐ No

If **Yes**, provide details and floor area split if possible:

15. VAT:

Is the property currently elected for VAT? ☐ Yes ☐ No

Is the property to be elected for VAT prior to commencement of the works? ☐ Yes ☐ No

16. JCT:

If building works are over £50,000, please note a Joint Contract Tribunal (JCT) agreement will be required and all contractors must have appropriate insurance.

17. Insurance:

Have insurers been notified of works? ☐ Yes ☐ No

Do the insurers have any specific requirements?

18. Connected Contractors:

Are any of the Contractors who have provided quotes connected to the member or a person connected to the member*?: ☐ Yes ☐ No

* a connected party is generally considered to be a relative or company where the member (or someone connected to them) has a controlling interest, e.g. majority shareholding or is a director.

Where this form relates to Tenant's Works, the Tenant agrees to pay the Landlord's legal, valuation, insurance and other costs including Embark administration fees in respect of the works. Where there is a mortgage secured on the property, the lender's consent may also be required which is likely to incur costs and which costs will be the responsibility of the Tenant.

Signed by (Applicant/Member):

Applicant/Member's signature:

Print Name:

Date: D D M M Y Y Y Y

embark pensions

0344 544 0566

customerservices@embarkpensions.co.uk

Embark Pensions, Provincial House,
37 New Walk, Leicester, LE1 6TU

embarkpensions.co.uk

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