

Property and Land Sale Application Form

Form reference H303

Quick actions:

You should use this form if you want to sell property or land with a pension plan administered by Hornbuckle.

We strongly suggest that you should read the Property And Land Sale Application Form guidance before completing this application as it contains important details regarding this type of transaction

You should complete sections 1 to 4 of this form.

1. Property details

Address

Type of Property

Current Use of Property

Postcode

Sale Price

Is the sale subject to VAT?

Yes

No

Does the Sale Price quoted include VAT?

Yes

No

What title will be sold?

Leasehold

Freehold

Outstanding lease term

Years

Is the title registered

Yes

No

Title Number of property

2. Purchaser details

Purchaser's Name

Telephone number

Address

Fax number

Postcode

Email

Is the purchaser a connected party?

Yes

No

If yes please describe how the parties are connected

Purchaser's Solicitor's Firm

Purchaser's Solicitor's Contact Name

Address

Telephone number

Fax number

Postcode

Email

3. Solicitor (acting for the pension plan)

Solicitor Firm Name

Contact Name

Address

Telephone number

Fax number

Postcode

Email

4. Member declarations

All the above information is correct to the best of my/our knowledge.

I/we confirm that I wish to sell the property detailed in section 1 above using my plan.

I/we agree to indemnify Hornbuckle in respect of all liabilities, losses, damage and cost that may occur in selling this property .

I/we undertake to be bound by all the provisions of the 'Guide to property and sale purchase' which I/we have read and understood.

I/we request and authorise Hornbuckle to complete all necessary administration to make the purchase and agree to pay all sums and fees due from my/our plan.

I/we agree that it is my/our responsibility to ensure that funds are available in my/our plan to cover all amounts due.

I/we understand that Hornbuckle will appoint a solicitor (and bank if applicable) within their normal service standards.

I/we understand that any borrowing will be repaid to the lender from the sale proceeds before they are paid into the pension plan bank account.

I/we have enclosed a copy of the property valuation (connected party sale only) and Energy Performance Certificate.

Member's name

Member's name

Plan name

Plan name

Share in property

Share in property

%

Signature

Signature

Date

D D M M Y Y

Date

D D M M Y Y

Member's name

Member's name

Plan name

Plan name

Share in property

Share in property

%

Signature

Signature

Date

D D M M Y Y

Date

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Checklist

Before submitting this form please make sure that you have:

Completed all of the sections of the form.

Read and understood the guidance on completing the form contained in H303G Property And Land Sale Application Form guidance.

For connected party sales attached a 'Red Book' property valuation carried out by a RICS qualified surveyor, addressed to Hornbuckle Mitchell Trustees Limited, to include market value, rental value and reinstatement value

A copy of the Energy Performance Certificate (if applicable)

A copy of the lease (if available)

Details of the title number

Where to send

Hornbuckle, Tyman House, 42 Regent Road
Leicester LE1 6YJ

Get in touch

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