

Property and Land Sale Application Form Guidance

Quick actions:

Document reference H303G

This document provides guidance on how you should complete H303 Property and Land Sale Application Form.

An Energy Performance Certificate is required for all transactions and we will ask the solicitor we instruct on the scheme's behalf to instruct one for the scheme if you do not already have one.

A RICS Redbook property valuation dated within 6 months addressed to the pension plan trustees is required for all sales to connected parties. HMRC requires connected party transactions to be handled as a fully commercial third party transaction. All transactions involving connected parties must be at the market value as determined by a RICS (Royal Institution of Chartered Surveyors) accredited surveyor. Broadly speaking HMRC sees a connected party as relatives and companies where the member has a controlling interest. HMRC defines a relative as 'a brother, sister, ancestor or lineal descendant. For example cousins are not relatives for the purposes of this definition. For more information please see the links to the relevant HMRC guides in the 'Useful Links' section of this guide.

1. Property details

This section requires you to enter the details of the relevant property you wish to sell and the relevant details of that asset.

Address including postcode	Full address including postcode of property you would like to sell.
Type of property	Please confirm the type of property.
Current use of property	Please confirm the current use of the property.
Sale Price	The price that has been agreed to sell the property for. If this is to a connected party then it must be market value and we will require a RICS Redbook valuation.
Is the sale subject to VAT?	If there is a valid option to tax on the property, VAT will be chargeable on the sale price.
Does the sale price quoted include VAT?	Please confirm if the sale price stated includes VAT.
What title will be sold?	Please confirm whether the title to the property/land is freehold or leasehold.
Outstanding lease term?	Please confirm the remaining term on any existing lease.
Is the title registered	If your title is registered with the land registry please confirm here.
Title number of property	If the title is registered the solicitor should have confirmed this information when the property was purchased, also available from HM Land Registry.

2. Purchaser details

This section requires you to enter the details of the individual or individuals who are purchasing the property.

Purchaser's name	The name of the individual or individuals who are purchasing the property.
Address including postcode	Address of the individual or individuals who are purchasing the property.
Telephone number	The telephone number of the individual or main individual who is purchasing the property.
Fax number	The fax number of the individual or main individual who is purchasing the property.
Email	The email address of the individual or main individual who is purchasing the property.

2. Purchaser details cont.

Is the purchaser a connected party?	HMRC requires connected party transactions to be handled as a fully commercial third party transaction. All transactions involving connected parties must be at the market value as determined by a RICS (Royal Institution of Chartered Surveyors) accredited surveyor. Broadly speaking HMRC sees a connected party as relatives and companies where the member has a controlling interest. HMRC defines a relative as 'a brother, sister, ancestor or lineal descendant. For example cousins are not relatives for the purposes of this definition. For more information please see the links to the relevant HMRC guides in the 'Useful Links' section of this guide.
Purchaser solicitor's firm	Name of the firm who will be representing the purchaser in the transaction.
Purchaser solicitor contact name	Name of the individual in the firm who will be representing the purchaser in the transaction.
Address inc postcode	Address of firm who will be representing the purchaser.
Telephone number	Telephone number of firm who will be representing the purchaser.
Fax number	Fax number of firm who will be representing the purchaser.
Email	Email address of firm who will be representing the purchaser.

3. Solicitor

We will appoint a solicitor from our panel to act on behalf of the Trustees in selling the property. If you are engaging your own solicitor to act on behalf of you or your company in dealing with our solicitor then please add their details in this section. Note that significant additional charges and costs may apply and that not all fees charged by your solicitor may be paid by your plan. If you are happy to proceed with our panel solicitor then please leave the solicitor details blank.

Owing to recent changes in Law Society guidelines to further prevent conflicts of interest arising it is no longer possible for the same firm of solicitors to act for both the seller and the buyer in a transaction, even if different offices or people in the same firm are used. In those cases we will require an alternative solicitor to be appointed to act for the seller/purchaser.

Solicitor firm name	Name of the firm who will be representing you personally in the transaction.
Contact name	The contact name of the individual in the firm who will be representing you personally in the transaction.
Address including postcode	The address of the firm who will be representing you personally in the transaction.
Telephone number	The telephone of the firm who will be representing you personally in the transaction.
Fax number	The fax number of the firm who will be representing you personally in the transaction.
Email	The email address of the firm who will be representing you personally in the transaction.

4. Member declarations

You should read this section carefully. It represents your instruction to us to sell your property and contains information relating to requirements for the property sale.

Get in touch

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