

# SIPP property manager appointment questionnaire

## Important notes



- This form enables us to review a proposed property manager appointment.
- Please complete as fully as possible.
- **Incomplete information may lead to delays.**
- You should also refer to your **SIPP Member Handbook** and our **SIPP - Commercial Property (including land) Guide**, copies of which can also be found on our website.

## SIPP member details

SIPP member name

SIPP reference no (if allocated)

## Property/land details for proposed management

a) Please state the full address (including postcode) of the property or land to be managed.

Address:

b) Please provide full details of the property management company.

Property management firm name:

Connected party: Yes / No

Address (registered office):

Company registration number (if applicable):

c) Please provide full details for the agreed fee basis for the property manager.

*Please ensure you provide a copy of the cost evidence (where a connected party company is to be appointed).*

d) Please confirm you have attached the property manager’s standard agreement.

### Agreed Responsibilities

Please confirm the agreed responsibilities for the property manager (tick all that apply).

**Please refer to our SIPP - Commercial Property Guide for details of the normal expected duties.**

Rent collection	<input type="checkbox"/>	Drafting/issuing rental invoices	<input type="checkbox"/>	Locating new tenants	<input type="checkbox"/>
Assisting in lease negotiations	<input type="checkbox"/>	Arranging for property insurance	<input type="checkbox"/>	Arranging property maintenance	<input type="checkbox"/>
Arranging for property costs to be paid / reimbursed	<input type="checkbox"/>	Liaising with tenants	<input type="checkbox"/>	Liaising with Freeholder (where leasehold)	<input type="checkbox"/>
Site visits (for vacant units/premises)	<input type="checkbox"/>	Ensuring compliance with insurance requirements	<input type="checkbox"/>	Ensuring compliance with legislative requirements	<input type="checkbox"/>
Other (please state)	<div style="border: 1px solid #00aaff; height: 40px;"></div>				

## Property Manager appointment & resolutions

### Please complete in all cases

I/We the undersigned hereby declare:

- All relevant information has been provided;
- I/we understand that I am/we are fully responsible for ALL property management costs, disbursements, legal fees, valuation fees and any other fees that may be incurred in this matter even if the transaction is not completed, irrespective of the reason, and that these fees must be met from existing SIPP funds. I/We hereby authorise Xafinity to meet any of these initial and ongoing fees from the SIPP funds;
- I/we have read the SIPP Commercial Property Guide and confirm that the information that I/we have provided is true to the best of my/our knowledge; and
- I/we authorise Xafinity to appoint the stated property manager on behalf of the SIPP. I/we have read and understood that we are bound by the property manager’s terms & conditions and agree to fully indemnify the SIPP Administrator and the SIPP Trustee from any costs, claims, liabilities or expenses that may arise from entering in to this agreement on my/our behalf.

All member(s) **must** sign this resolution and print their name below.

Member’s signature

Member’s name

Member’s signature

Member’s name

Member’s signature

Member’s name

Member’s signature

Member’s name

Member’s signature

Member’s name

Date of signing

DD/MM/YYYY

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