

SSAS Development & Property Works questionnaire

Important notes



- This form enables us to review proposed property development / works.
- Please complete as fully as possible.
- **Incomplete information may lead to delays.**
- You should also refer to your **SSAS Member Trustee Guide**, the **SSAS - Development & Property Works Guide** and the **SSAS - Commercial Property (including land) Guide**, copies of which can also be found on our website.

This document is updated regularly. Please ensure you're referring to the latest document by visiting our website or contacting your Xafinity SSAS Consultant.

SSAS details

SSAS name

Xafinity SSSAS reference no

Property details (please complete in all cases)

(a) Please state the full address (including postcode) of the property or land where the development/works are being carried out

Address:

(b) Please confirm whether it is a development or property works being carried out and provide a summary of the work to be carried out

Development / Property works

Summary of works:

Proposed start date:

Planned end date:

(c) Is the development / property works a tenant's or landlord's cost (or mixed)?

Tenant's / Landlord's / Mixed

(d) What is the estimated total cost of the development / property works?

Net Amount £

VAT £

Total £

(e) Name of the main contractor and is this person/company “connected” to the SSAS member(s)?

If the contractor is “connected”, please refer to the main guide. At least 2 other quotes will be required.

Name:

Connected: Yes / No

(f) Name of project manager and is the project manager “connected” to the member(s)?

(If different to the main contractor)

If the project manager is “connected”, please refer to the main guide – either a Quantity Surveyor’s statement or at least 2 other quotes will be required

Name:

Connected: Yes / No

(g) Have plans been prepared by an architect for the development / property works?

If yes, please provide a copy of the plans for our records. If the architect is “connected”, please provide a copy of cost evidence via alternative quotes

Yes / No

Name:

Connected: Yes / No

(h) Is planning permission required from the local council for the planned development / property works?

If yes, please provide a copy of the approval for our records

Yes / No

(i) What type of agreement is being put in place for the development / property works to be undertaken?

Legal agreement / JCT (or similar) / N/A

(j) Where a legal agreement, or amended JCT (or similar), is being put in place for the development / property works please confirm the solicitor firm to be appointed to act on behalf of your SSAS.

If “non-panel”, please insert address and phone number / email address of solicitor and complete the non-panel solicitor declaration section of the member’s resolution in this questionnaire.

Firm:

Solicitor:

Address:

Tel:

Email:

(k) Where known provide details of the tenant once the property development completes.

Is the proposed tenant a connected party

Where the tenant is connected are they wholly or partially VAT exempt?

Tenant:

Yes/No

Yes / No

Solicitor 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 disbursements, legal fees, valuation fees and any other fees incurred in this matter even if the transaction is not completed, irrespective of the reason, and that these fees must be met from existing SSAS funds. I/We hereby authorise Xafinity to meet any of these fees from the SSAS funds.
- I/we have read the SSAS Development & Works Guide and SSAS Commercial Property (including land) Guide and confirm that the information that I/we have provided is true to the best of my/our knowledge and that the development will be carried out adhering to the guidance outlined in these documents.
- I/we authorise Xafinity to instruct _____ solicitors to carry out the legal work on behalf of the SSAS (**where applicable**).
- Where the above solicitor is not on the Xafinity panel, I/we confirm (**where applicable**):
 1. That I/we understand that Xafinity’s preferred solicitors are
 - 1.1 Bevirs in England and Wales;
 - 1.2 Harper Macleod, Anderson Strathern, or Morton Fraser in Scotland; or
 - 1.3 Shean Dickson Merrick in Northern Ireland.
 2. I/we have decided not to use any of the solicitors named in 1 above to represent the SSAS and wish Xafinity to use
of.....
..... in the forthcoming property transaction.
 3. On making this decision, I/we accept that this may cause delays during the transaction due to standard agreed processes that Xafinity have in place with their preferred solicitors not being in place with my/our chosen solicitor.
 4. I/we accept that Xafinity reserves the right to refer any legal matter that they feel the SSAS needs separate legal advice on to their preferred solicitors and that any costs relating to this will be payable by the SSAS.
 5. I/we accept Xafinity’s belief that by not using their preferred solicitor that legal costs will be higher than they would be if their preferred solicitor was used.
 6. That I/we authorise Xafinity to instruct and deal with the solicitor shown in 2 above to carry out the legal work on behalf of the SSAS.
 7. I/we accept that Xafinity reserve the right to charge for any additional work that they need to carry out that is due to their preferred solicitors not being used.

- Where I/we am/are acting on an 'Execution Only' basis (i.e. I/we haven't asked for or received financial advice) I/we will not hold Xafinity liable for any losses resulting from my/our acting without financial advice.

All trustees must sign this resolution and print their name below.

Trustee's signature

Trustees's name

Trustee's signature

Trustees's name

Trustee's signature

Trustees's name

Trustee's signature

Trustees's name

Trustee's signature

Trustees's name

Trustee's signature

Trustees's name

Date of signing

DD/MM/YYYY

Checklist

Have you included.....?

Please note any comments in the box on the right

	Please tick as appropriate			Comments
	Y	N	N/A	
Fully completed SSAS Development & Works questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy plans / planning permission (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fully completed development / property works contract / JCT (or SBCC / RUSA equivalent) & copy collateral warranties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Full detailed costings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Details as to whether the contractor / project manager is a connected party (along with a copy of the appropriate cost evidence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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