



# TENANCY INSTRUCTION FORM

For SIPP Properties



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[curtisbanks.co.uk](https://www.curtisbanks.co.uk)

If you are purchasing or selling a property this form is not required. Only complete one Tenancy Instruction Form per property.

Please use this form if you want to advise Curtis Banks of:

- the renewal of an existing tenancy; or
- the details of a new tenancy; or
- an assignment of an existing lease to a new tenant; or
- a variation of an existing lease; or
- a surrender of an existing lease

Please complete this form as fully as possible, sign and return to us using the contact details below. All SIPP clients who have an interest in the property must sign the form.

This is a legally binding document between you and Curtis Banks. If you have any queries, please contact us or your adviser. We will need the original of this application form before we commence work on leasing the property. Please complete this form using black ink and block capitals.

## How do I submit my Tenancy Instruction Form?

You can submit your Tenancy Instruction Form to us using the following contact details.

### SIPP Applications

Tenant Changes  
Curtis Banks Ltd  
153 Princes Street  
Ipswich  
IP1 1QJ  
T 01473 296 995  
E [tenantchanges@curtisbanks.co.uk](mailto:tenantchanges@curtisbanks.co.uk)

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# 1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please contact our Client Management Team on 0370 414 7000 or [cmt@curtisbanks.co.uk](mailto:cmt@curtisbanks.co.uk) to discuss any support adjustments that may be available to you.

# 2 Details of client(s)

This section is for completion by all Curtis Banks SIPP clients who have an interest in the property investment. Joint investors should nominate one individual to be our point of contact (and whose details should be the first to be entered in this section). We will be entitled to deal with that individual on all matters relating to the disposal of the property. Details of any external investors will be required in section 2.2.

If there are more than 3 investors or external investors, please use photocopies of page 3 and 4 and attach them to the form.

Property reference number

## 2.1 Investors' personal details

Please note: The first investor will be the point of contact for Curtis Banks

In connection with this property do you wish us to liaise directly with you or with your adviser?

Me

My adviser

1

Title *Mr/Mrs/Miss/Ms/Other*

Forename

Middle name(s)

Surname

Date of birth *Day/Month/Year*

Telephone numbers

Home

Mobile

Work

Email address

Property ownership share

%

Not required for group SIPP investors.

I do not have a financial adviser please treat me as a direct client

Name of adviser

Contact address

Telephone

Email address

## 2.1 Investors' personal details (continued)

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2

Title *Mr/Mrs/Miss/Ms/Other*

Forename

Middle name(s)

Surname

Date of birth *Day/Month/Year*

Telephone numbers

Home

Mobile

Work

Email address

Property ownership share  %

*Not required for group SIPP investors.*

I do not have a financial adviser  
please treat me as a direct client

Name of adviser

Contact address

Telephone

Email address

3

Title *Mr/Mrs/Miss/Ms/Other*

Forename

Middle name(s)

Surname

Date of birth *Day/Month/Year*

Telephone numbers

Home

Mobile

Work

Email address

Property ownership share  %

*Not required for group SIPP investors.*

I do not have a financial adviser  
please treat me as a direct client

Name of adviser

Contact address

Telephone

Email address

## 2.2 External investors' details (if applicable)

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Please use this section to provide of any non Curtis Banks SIPP client(s).

1

**Title** *Mr/Mrs/Miss/Ms/Other*

**Forename**

**Middle name(s)**

**Surname**

**Legal owner name**

**Home**

**Telephone numbers**

**Mobile**

**Work**

**Email address**

**Property ownership share**  %

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2

**Title** *Mr/Mrs/Miss/Ms/Other*

**Forename**

**Middle name(s)**

**Surname**

**Legal owner name**

**Home**

**Telephone numbers**

**Mobile**

**Work**

**Email address**

**Property ownership share**  %

---

3

**Title** *Mr/Mrs/Miss/Ms/Other*

**Forename**

**Middle name(s)**

**Surname**

**Legal owner name**

**Home**

**Telephone numbers**

**Mobile**

**Work**

**Email address**

**Property ownership share**  %

## 3 Property information

### 3.1 Property details

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Address of the property  
including postcode  
(the property)

Please give details below of exactly what all parts of the property are currently being used for.

Description and current use of the  
property. (e.g. warehouse for book  
storage, solicitors offices etc.)

**VAT** Is the property currently VAT registered?

Yes No

**Mortgage** Is there a mortgage secured against the property?

Yes No

**Energy performance certificate** Do you have a current Energy performance certificate (EPC)?

Yes No Exempt

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Please note: It is a legal requirement to produce an EPC for the letting of a commercial property and this must be available before entering into any contract to let. Please let us know as soon as possible if a new EPC is required.

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### 3.2 Current Lease Information

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Is there currently a lease in place? Yes No [If Yes, please provide further details below:](#)

Name and address of Tenant

Lease expiry or break option date

Is any part of the property vacant? Yes No [If Yes, please provide further details below](#)

Will this lease be assigned or  
surrendered? Yes No

If lease is surrendered, will the  
property remain vacant? Yes No [If Yes, please proceed to section 4.3, if no section 4.1.](#)

## 4 Details of lease transaction

### 4.1 Type of transaction

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New or renewal lease	Complete tenant and lease terms in 4.2.
Assignment of existing lease	Complete assignee details in 4.2.
Variation to existing lease	Complete details of any variation 4.2.
Surrender of existing lease	Complete new lease terms in 4.2 and surrender details in 4.3.

### 4.2 New Lease/Tenancy Information

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Full name and address of  
new tenant

Address for rent demands if  
different to above address

Telephone

Tenant's email address

Is the tenant connected to you?      Yes      No      If yes, please give details below.

The prospective tenant would be classed as a connected tenant if they meet the definition of a connected person as stated in Section 993 of the Income Tax Act 2007. This includes, amongst others:

- The client invested in the property, their spouse, civil partner, children, parents, siblings, and other direct descendants and ancestors of the client invested in the property, their spouse, or civil partner;
- Any other clients that are invested in the property, and their relatives listed above; and
- A company of which an individual (or individuals) listed above controls 20% or more of the shares.

Will this tenant occupy  
the whole property?      Yes      No      If no, please provide details of the vacant property.

Proposed rent      £      per annum

Proposed lease term

Tenant break option (if any)

## 4.2 New Lease/Tenancy Information (continued)

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Rent Review date (if any)

Have heads of terms been prepared for this letting?

Yes

No If yes, a copy will be required.

Has a property valuation been prepared?

Yes

No If yes, a copy will be required.

Proposed use of property or nature of tenants business?

What will be stored at the Property?  
(e.g. if a distribution unit, what is being held or if manufacturing what is being made or held in the property?)

Please be as specific as possible as this information is important for insurance purposes.

Will any processing be undertaken at the property?  
(e.g. woodworking, manufacturing or use of heat etc)

Yes

No If yes, please give details below.

Please be as specific as possible as this information is important for insurance purposes.

## 4.3 Surrender of lease

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Full name of tenant

Is there any rent arrears, will these be settled before surrender?

Yes

No If no, please provide details of how these are intended to be dealt with.

Will a surrender premium be payable?

Yes

No Please give details below.

Please confirm your future intentions for the property following the lease surrender (e.g. sale or new tenant)



## 4.4 Lender's details, if applicable

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Bank  
Contact  
Bank address

Telephone  
Email address

Fax

Note: these details will be used to obtain any relevant consent, if required to effect this lease transaction.

## 4.5 Tenant's solicitor

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Firm  
Contact  
Address

Telephone  
Email address

Note: (1) Tenant's solicitor must be different to the solicitor acting for the SIPP.

(2) Connected parties must have separate legal representation.

## 5 Your professionals

This section is for details of your preferred solicitor, valuer and property marketing agent, if applicable.

### 5.1 Solicitor

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Will you be using a panel solicitor?      **Yes**      **No**      [If no, please provide details below.](#)

**Firm**

**Contact**

**Address**

**Telephone**

**Fax**

**Email address**

[Note: The Panel solicitor represents the pension scheme only. There is an additional fee of £246 for using a non-panel solicitor.](#)

### 5.2 Valuer

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For any lease transactions involving connected parties valuation advice will be required to support the lease terms or surrender premium payable.

Will you be using a panel surveyor?      **Yes**      **No**      [If no, please provide details below.](#)

[Note: The valuer must be qualified and registered with the Royal Institution of Chartered Surveyors \(RICS\).](#)

**Firm**

**Contact**

**Address**

**Telephone**

**Fax**

**Email address**

[Note: Curtis Banks will instruct the chosen valuer in order to ensure all pension scheme criteria has been met.](#)

### 5.3 Property Marketing Agent

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Will you be marketing the property using an agent?      **Yes**      **No**      [If yes, please provide details below.](#)

**Firm**

**Contact**

**Address**

**Telephone**

**Fax**

**Email address**

## 6 Declaration and signature(s)

For your own benefit all SIPP clients should read carefully the declaration below before signing in section 6.2. If you do not understand any point then please ask your adviser or us for further information.

### 6.1 Investor's declaration

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#### Declaration

- I/we authorise Curtis Banks to instruct the above mentioned solicitor, valuer and where appropriate marketing agent or such other solicitor, valuer or marketing agent as may be decided.
- I/we understand that Curtis Banks will issue instructions in line with the information provided in this application form.
- I/we confirm that either:
  - I/we have no connection with the tenant, or
  - I/we have disclosed full details of any connection in section 4.
- I/we confirm that all parties to the transaction have read and understood the requirements detailed in the property guide and agree to be solely responsible for my/our share of all costs, fees and charges (as detailed on the Fee Schedule and within the Property Guide).
- I/we acknowledge that Curtis Banks are not responsible for determining the suitability of any tenant and I/we understand that Curtis Banks will not be liable for any claims.
- I/we agree to be solely responsible for my/our share of all liabilities, losses, damages and costs which Curtis Banks may incur in disposing of the property and I/we agree to reimburse Curtis Banks if they are responsible to pay any such liabilities, losses, damages and costs.
- I/we authorise you/the solicitor to contact any lender, where there is a mortgage secured against this property to advise them of the transaction and request any necessary consent which may be required.
- I/we acknowledge that in the event of the new tenant or lease amendments not proceeding, for whatever reason, that abortive costs may be payable.
- All relevant information has been provided.

### 6.2 Signature(s)

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Please complete the following for each investor in the order in which they have been entered in section 2.1. If there are more than 3 investors, please use photocopies of this page and attach them to the form.

1                      **Name**  
**Signature**  
  
**Date**

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2                      **Name**  
**Signature**  
  
**Date**

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3                      **Name**  
**Signature**  
  
**Date**

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0370 414 7000  
F 0117 929 2514  
curtisbanks.co.uk

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Curtis Banks Limited is a company registered in England & Wales (registered number 06758825) and is authorised and regulated by the Financial Conduct Authority (number 492502) with its registered address at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. TEN INST 0124.2 January 2024

