

# TENANCY INSTRUCTION FORM

For SSAS Properties



Scheme name

SSAS reference

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 member trustees 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.

Please note if the trustees are intending to either purchase or sell a commercial property involving the SSAS, this form will not be required and the alternative Property Application Form or Property Disposal Instruction form should be completed instead.

## How do I submit my SSAS Tenancy Instruction Form?

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

### Applications

#### Secure Message

E [ssasproperty@curtisbanks.co.uk](mailto:ssasproperty@curtisbanks.co.uk)

Secure Message using your usual log-in credentials for the secure portal via our website

#### Post

SSAS Property Team  
Curtis Banks Limited  
153 Princes Street  
Ipswich  
Suffolk  
IP1 1QJ

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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 provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you. We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

Please refer to our Group Privacy Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website [www.nucleusfinancial.com/privacy-notice](http://www.nucleusfinancial.com/privacy-notice) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SSAS Property Team on 01473 296730 or [ssasproperty@curtisbanks.co.uk](mailto:ssasproperty@curtisbanks.co.uk).

# 2 Adviser details

Name of your adviser

Adviser firm and contact address

Telephone

Email address

# 3 Details of member trustee(s)

This section is for completion by all SSAS member trustees.

If there are more than 5 member trustees or external member trustees, please use photocopies of page 4 and attach them to the form.

## 3.1 Member trustees' personal details

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

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

### 3.1 Member trustees' 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**

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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**

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4

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

**Forename**

**Middle name(s)**

**Surname**

**Date of birth** *Day/Month/Year*

**Telephone numbers** **Home**

**Mobile**

**Work**

**Email address**

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5

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

**Forename**

**Middle name(s)**

**Surname**

**Date of birth** *Day/Month/Year*

**Telephone numbers** **Home**

**Mobile**

**Work**

**Email address**

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## 4 Property information

### 4.1 Property details

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Address of the property  
(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

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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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### 4.2 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

Is there a break option? Yes No [If Yes, please provide lease expiry or break option date below:](#)

Lease expiry or break option date

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

Are there any rent arrears? Yes No

Total Amount of arrears £

The dates to which the rent arrears  
relate?

Is there a rent payment plan in place? 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 5.3, if no section 5.1.](#)

## 5 Details of lease transaction

### 5.1 Type of transaction

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New or renewal lease	Complete tenant and lease terms in 5.2.
Assignment of existing lease	Complete assignee details in 5.2.
Variation to existing lease	Complete details of any variation 5.2.
Surrender of existing lease	Complete new lease terms in 5.2 and surrender details in 5.3.

### 5.2 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.

Term remaining/proposed term

Proposed rent    £        per annum

Proposed lease term

Tenant break option (if any)

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.

## 5.2 New Lease/Tenancy Information (continued)

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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.

## 5.3 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)

## 5.4 Lender's details, if applicable

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Bank

Contact

Bank address

Telephone

Fax

Email address

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

## 5.5 Tenant's solicitor

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Firm

Contact

Address

Telephone

Fax

Email address

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

(2) Connected parties must have separate legal representation.

## 6 Your professionals

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

### 6.1 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.

### 6.2 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



## 6.3 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

## 7 Declaration and signature(s)

For your own benefit all member trustees should read carefully the declaration below before signing in section 7.2. If you do not understand any point then please ask your adviser or us for further information.

### 7.1 Member trustee'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 5.
- I/we confirm that all parties to the transaction have read and understood the requirements detailed in this form and agree to be solely responsible for my/our share of all costs, fees and charges (as detailed on the Fee Schedule).
- 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.

## 7.2 Signature(s)

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Please complete the following for each member trustee in the order in which they have been entered in section 3.1. If there are more than 6 member trustees, 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

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4                      Name  
                            Signature  
  
                            Date

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5                      Name  
                            Signature  
  
                            Date



## Notes

Curtis Banks Limited,  
153 Princes Street,  
Ipswich, IP1 1QJ

T 0370 414 7000  
F 0370 414 8000  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

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

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