

# Self Invested Personal Pension

## Commercial property charges sheet



This sheet shows the charges involved in commercial property transactions. You should also read the 'Important Notes' on pages 3 to 4. You should read the SIPP Commercial Property Guide (SLSIP82) before deciding to purchase a commercial property using your SIPP.

Charges may be increased to reflect increases in overall costs and/or changes in the assumptions made. Any increases in charges will not increase our profit margins above reasonable levels

### SIPP charges

If you invest in commercial property, you may have to pay SIPP administration charges. Please refer to your SIPP Charges Sheet for further details.

### Standard Life property administration charges (see Notes 1-7)

Property Set Up Charge:	£673 per property
Property Administration Charge:	£207 per property
VAT Administration Charge:	£114 per property
Mortgage Administration Charge:	£155 per property
Property Development/Refurbishment Charge:	Time cost
Multi-Member Charge:	£47 per member, per property
Sale Charge:	£570

### Standard Life time cost charges

Borrowing Alterations:	Time cost (estimates will be provided)
Syndicate Alterations:	Time cost (estimates will be provided)
Overdrawn Charge:	Time cost (estimates will be provided)
Rent Arrears Charge:	Time cost (estimates will be provided)

### Solicitor charges (see Notes 8, 9 & 10)

As all property transactions are unique, we will work with you and update you if there are any changes or new requirements. Our solicitors will also provide a quote in each case when we formally instruct them to proceed with the property transaction. The quote will give you costs for all the services provided, in line with the information you provide in the Property Information Questionnaire (SLSIP83). If you then wish to abort the transaction there will be a solicitor's charge in respect of their input to this point.

### Property Manager charges (see Notes 11 & 12)

Initial Set Up Fee (assuming whole property let to one tenant):	£210 + VAT
Yearly Core Services Fee (assuming whole property let to one tenant):	£515 + VAT
Property Manager Sale Charge:	£150 + VAT

### Valuer charges (see Note 13)

Valuation Report Charge:	Negotiable
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### Lender charges (see Note 14)

Mortgage Arrangement Charge:	Negotiable
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### Environmental Surveyor charges (see Note 15)

Environmental Survey or Charges:	<p>Each property will require a site assessment costing £85.00 + VAT.</p> <p>If this assessment highlights potential environmental issues, a consult report costing £350.00 + VAT will be required</p> <p>If the consult report has rated the property between moderate and high risk, a full site inspection costing £700.00 + VAT will be required before we can proceed.</p> <p>For properties in Northern Ireland, data for a site assessment is not available and therefore a consult report costing £400.00 + VAT will be carried out.</p>
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## Important notes

### General information

If you are an existing plan member, the administration charges described in your SIPP Charges Sheet may already apply to your plan.

The charges detailed in this leaflet apply on:

- completion of the property purchase, or sale, or
- transfer of a property to or from the SIPP, or
- the yearly charge date (anniversary), and
- each occasion that chargeable services are provided.

For other charges that may apply, please see the relevant SIPP 'Charges Sheet'.

The charges described in this leaflet are based on the purchase or sale of a single commercial property with one tenant. There may be other occasions where Standard Life is involved with a property and will charge on a time cost basis.

When we become aware that a time cost charge will apply we will always provide you with an estimate of the charges before we carry out the work.

### Property administration charges

- 1 The Property Set Up Charge will be deducted from your SIPP on completion of the purchase of the property (or its transfer into the SIPP), or earlier if the property purchase or transfer is terminated. This charge is only deducted once per property purchase (or its transfer into the SIPP).
- 2 The Property Administration Charge is deducted from your SIPP on completion of the purchase of the property (or its transfer into the SIPP) and then on the anniversary of that date.
- 3 If the property is VAT opted, the VAT Administration Charge is deducted from your SIPP on completion of the purchase of the property (or its transfer into the SIPP) and yearly on the anniversary of this date. If you choose to VAT opt a property some time after its purchase, the charge will be deducted when the property is VAT opted and then on the anniversary of this date.
- 4 If a mortgage is required, the Mortgage Administration Charge is deducted from your SIPP on completion of the purchase of the property (or its transfer into the SIPP), then yearly on the anniversary of this date.
- 5 The Property Development/Refurbishment Charge will be calculated on a time cost basis. Standard Life and our Property Managers will provide an estimate after we receive full details of the development or refurbishment. This estimate will show when the charges will be taken from the SIPP.
- 6 The Multi-Member Charge is payable when a property is purchased by two or more SIPP members. It is deducted from each member's SIPP on completion of the purchase of the property and then yearly on the anniversary of that date. The charge shown on page 1 will apply where a syndicate consists of 5 or fewer members. Where there are 6 or more members the charge will be at a higher level which is subject to negotiation. Any change in the membership of a syndicate will also result in a charge on a time cost basis.
- 7 The Sale Charge is deducted on sale or transfer out of the property. It will also be applied if the sale or transfer falls through.

**Solicitor charges**

- 8 Our appointed Solicitor’s charges (including Conveyancing, Lease and Property Sale charges) are all subject to VAT and are deducted from your SIPP on completion of the services provided.
- 9 Disbursements (e.g. searches, Land Registry fees etc) and Stamp Duty Land Tax are deducted on completion of the purchase of the property, or earlier if the property purchase is terminated (and only where these costs have been incurred).
- 10 We confirm that we have a commercial arrangement with Dickinson Dees LLP for all property purchase transactions in England and Wales. Pursuant to this arrangement, a £250 payment is made by Dickinson Dees to Standard Life to cover the costs incurred by Standard Life in supporting the purchase process.

We are bound to advise you of this referral arrangement in accordance with the Solicitors Code of Conduct 2007.

**Property Manager charges**

- 11 The Initial Set Up Fee and the Yearly Core Services Fee are deducted on completion of the purchase of the property (or its transfer into the SIPP). The yearly core services fee is then deducted every year on the anniversary of the property purchase (or its transfer into the SIPP).

The charges quoted on page 2 apply where the whole property is let to one tenant. Where a property is multi-let, with more than one tenant occupying the property, our Property Managers will quote charges individually, based on the details of each case.

Other property services that will be required include property valuations, lease renewals, multi-let property management, rent reviews and due diligence on disposal (e.g. providing information on the property, the tenant, rent payment history, service charges, etc). For these services our Property Managers will charge on a time cost basis.

If the property becomes vacant, our appointed Property Managers will inspect the property to ensure that it continues to comply with statutory and insurance obligations. Where necessary, they will take any remedial action and any resulting costs will be deducted from your SIPP.

- 12 The Property Manager Sale Charge is deducted from your SIPP on completion of the sale of the property. You will also have additional charges in relation to solicitors and marketing agents etc.

**Valuer charges**

- 13 The Valuation Report can be provided by a valuer nominated by you (the SIPP member), subject to the valuer being suitably qualified. The cost of the Valuation Report will be deducted from your SIPP.

**Lender charges**

- 14 The Mortgage Arrangement Charge levied by the lender will be deducted from your SIPP when agreement has been made to set up the mortgage.

**Environmental Surveyor charges**

- 15 It may be that further information is required (e.g. a mining report) to complete the Environmental Screening Report, or that further investigation is recommended within the Report, leading to further charges.

Standard Life Assurance Limited\*, registered in Scotland (SC286833), Standard Life House, 30 Lothian Road, Edinburgh EH1 2DH is the Provider and Scheme Administrator of the Standard Life Self Invested Personal Pension Scheme. Standard Life Trustee Company Limited, registered in Scotland (SC076046), also Standard Life House, is the Trustee. Telephone (0131) 225 2552. *Calls may be recorded/monitored.*