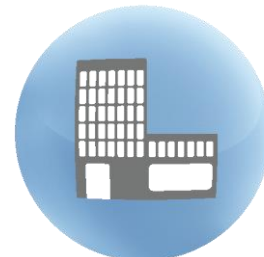


TAYLOR PATTERSON

PART OF MATTIOLI WOODS PLC



COMMERCIAL PROPERTY OUR GUIDE TO PROPERTY ADMINISTRATION

Once a SIPP or a SSAS holds commercial property there are additional administration requirements that need to be carried out. As Scheme Administrators, Mattioli Woods plc will carry out this administration within the annual property fee. Please note however, Taylor Patterson, do not act as Property Managers (see separate guide).

Typically the property administration will cover:

Regular Events

- ✓ Landlord and tenant costs – assessing costs attributable to the pension scheme
- ✓ Landlord and tenant costs – arranging the payment of expenses from the pension scheme
- ✓ Documenting the rent review outcome
- ✓ Calculating rental arrears
- ✓ Approving the property insurance terms each year
- ✓ Monitoring rental receipts as required by HMRC
- ✓ Hold comprehensive property records so that any reporting to HMRC is accurate, relevant, up to date and where required, fully documented

Isolated Events

- ✓ Planning issues
- ✓ Valuation requests
- ✓ Legal issues concerning property title
- ✓ Supply property details to HMRC on request

Please note that sometimes the nature of property is such that the time spent on some of the complex issues such as planning or disputes could involve us in lengthy and costly discussions. We will endeavour to cover simple enquiries within our standard property administration fee. If we felt this was not possible we would advise you of our time cost rates and agree the way forward.

The guidance notes are aimed at financial advisers and do not constitute advice. If you are a private investor, you should always seek independent financial advice.

Taylor Patterson Trustees Ltd is the Principal Trustee of the Taylor Patterson SIPP and is the Professional Trustee and Scheme Administrator of the SSAS. Mattioli Woods plc is the Provider, Operator and Administrator of the Taylor Patterson SIPP.

Taylor Patterson is a trading name of Mattioli Woods plc which is authorised and regulated by the Financial Conduct Authority. A SSAS is not a FCA regulated product and does not come within the remit of the FCA.

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