

Process a Property Transfer from Another Pension

1. Send the client a property data form to complete.
2. Review the completed property data form to agree on the estimated costs involved in the transfer.
3. Obtain consent from Technical Peer Review takeover can proceed.
4. Save the completed property data form in the investment records property folder in the relevant client folder.
5. Update Vtiger.
6. Obtain details of solicitor acting for ceding scheme and share with Suzanne.
7. Send a template letter Suzanne confirming the instruction using RC Letterhead and also cc to ceding solicitor.
8. Share a copy of the following documents with via a secure form link and password:
 - Identity documents
 - Copy of the trust deed and rules
 - HMRC certificate
 - Copy of the current buildings insurance
 - Copy of the lease
 - Most recent property valuation report
 - EPC Report
9. Obtain draft TR1 from Suzanne and Searches Report, which is the transfer of title registration and confirmation there is no restriction.
10. Ensure that the title is registered in the individual names of the trustees followed by the scheme name.
 - For example, "John Evans and Mary Evans as trustees of the ABC pension scheme."
11. Once all parties have signed the TR1, arrange for the client to sign one Metro Bank payment instruction form:
 - The amount for the expenses and solicitor fees: Use Ref: EXP

Transfer now complete.

Update client with bank details from rental income as appropriate and send Property Video Link

Addendum

Mortgages

- If there is a mortgage attached to the property, the following applies:
 - Obtain a letter of authorisation from the client for RC Administration to obtain mortgage information.
 - Add the mortgage to Vtiger.
- VAT Registration:
 - The VAT registration must be transferred under TOGC Rules by the accountant.