



CAPITAL ALLOWANCES OPPORTUNITY QUESTIONNAIRE

Notes:

- a. The client must be UK taxpaying (ie, not a non-taxpayer such as a SIPP, charity or trust etc) and be making sufficient profits to have paid, or be expected to pay, an income or corporation tax bill;
- b. The client must be an owner-occupier or property investor (ie, not a builder, trader-developer or property trader);
- c. Ideally, the client’s expenditure should exceed £300,000

ESSENTIAL INFORMATION:

Client name:

	QUESTION	ANSWER
1.	Does the client pay tax (please specify whether income or corporation tax)?	
2.	What rate of tax is paid? ¹	
3.	What is the nature of the client’s business/ trade?	
4.	How is the property owned (eg, individual, partnership, or company etc)?	
5.	When does the client’s tax ‘chargeable period’ end? ²	
6.	What is the property type (eg, office, care home, public house etc)?	
7.	Where is the property located?	
8.	What is the nature of the client’s expenditure? ³	
9.	How much money did the client spend (approximate £, if necessary)?	
10.	When did the client spend the money (approximate date, if necessary)?	
11.	Please provide the client’s contact details?	

¹ Income tax: either 20% basic, 40% higher or 50% additional rate; corporation tax: either 20% small profits’, 26% large companies’ or 27.5% marginal rate.

² Income tax: the client’s ‘period of account’ (ie, the period for which accounts are drawn up, or the tax year ended 5th April); corporation tax: the client’s accounting period.

³ ie, second-hand purchase, new-build, extension, or refurbishment.



OPTIONAL HELPFUL INFORMATION:

Client name:

	QUESTION	ANSWER
12.	If the expenditure was a second-hand purchase, was it a freehold or leasehold?	
13.	Provide details of any previous capital allowances claims made (where known, eg, from submitted tax returns, or purchase pre-contract enquiry responses)	
14.	Has the client undertaken any refurbishment of the property since purchase? If 'yes' please provide brief summary description of refurbishments with approximate dates and amounts.	
15.	If the property is held as an investment, are any tenants known to have undertaken any refurbishment works?	
16.	Please provide the client's accountant's details?	