



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 dealer);
- 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.	How much tax was paid in the last two years (approximately)?	
4.	What type of business does the client have?	
5.	How is the property owned (eg, individual, partnership or company)?	
6.	When does the client’s tax ‘chargeable period’ end? ²	
7.	What is the property type (eg, office, care home, public house or so on)?	
8.	Where is the property located?	
9.	What is the nature of the client’s expenditure? ³	
10.	How much did the client spend (approximate £, if necessary)?	
11.	When did the client spend the money (approximate date, if necessary)?	
12.	Please provide the client’s contact details?	

¹ Income tax: for example, either 20% basic rate, 40% higher rate or 45% additional rate; corporation tax: either 20% small profits’ rate, 21% main rate or 21.25% effective marginal rate.

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

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



OPTIONAL HELPFUL INFORMATION:

Client name:

	QUESTION	ANSWER
13.	If the client's expenditure is a second-hand purchase, did they buy a freehold or leasehold?	
14.	If the client's expenditure is a second-hand purchase, how long did the previous owner own the property (approximately).	
15.	If the client's expenditure is a second hand purchase, how much did the previous owner spend to build or buy the property?	
16.	Provide details of any previous capital allowances claims made (where known, eg, from submitted tax returns, or purchase pre-contract enquiry responses)	
17.	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.	
18.	If the property is held as an investment, are any tenants known to have undertaken any refurbishment works?	
19.	Please provide the client's accountant's name and contact details?	