



# Offer amendment declaration

**Please read this before completing the form**

- Any amendment to an application post offer will be treated as an offer extension. This will be subject to re-underwriting based on current circumstances and is not guaranteed to be approved.
- You must save this document first before completing the details (DO NOT USE A WEB BROWSER TO ENTER DETAILS).
- If the amendment is approved, the offer will be extended for a further 6 months which may be prior to the current offer expiring - the offer extension process will begin upon receipt and assessment of this offer extension declaration form.
- Open the form using Adobe Reader only.
- **Complete the details, save, and email the form to [MLDProcessingLCBTL@leedsbuildingsociety.co.uk](mailto:MLDProcessingLCBTL@leedsbuildingsociety.co.uk)**

Alternatively, if you do not have Adobe Reader complete the details online, print the form and email the scanned copy to [MLDProcessingLCBTL@leedsbuildingsociety.co.uk](mailto:MLDProcessingLCBTL@leedsbuildingsociety.co.uk)

If you need any help please contact your dedicated BDM.

**1. Application or Case Number**

**2. Name of Applicant(s)**

**3. Address of the Property**

**4. Have any of the applicant's financial circumstances changed from what they've stated in the application since the mortgage offer was initially issued?**

Select 'Yes' if any of the following details apply

- Change to employment or income (e.g. employment status, income source, contractual hours, latest self employed trading figures).

Yes ☐ No ☐
- Changes to committed monthly expenditure (e.g. childcare costs, secured and unsecured credit commitments etc).

Yes ☐ No ☐
- Changes to Credit History (e.g. refused credit or missed payments on existing credit commitments).

Yes ☐ No ☐
- Is applicant under notice of redundancy?

Yes ☐ No ☐

Expected date of new completion  (to only be completed where this is an offer extension request).

**Please note:** You will have to re-submit evidence of the applicant's income to be reviewed by an underwriter if the applicant's circumstances have changed.

**5. Please read this declaration carefully and confirm to the following:**

- I confirm that the information detailed in this form has been discussed with the applicant(s) and, if required, supporting documentation has been provided to Leeds Building Society.
- I understand that any further amendments to the mortgage offer will require a re review of the full application to be undertaken.
- I understand Leeds Building Society may not agree to amend the mortgage offer to the applicant(s) if their circumstances have changed.
- I understand in applying for an offer amendment, a full credit search and reassessment of the application will be undertaken and I confirm this has been explained to the applicant(s).
- I understand that a new valuation will be carried out and a fee may be required, and I confirm this has been explained to the applicant(s).

**How to send this form to us**

Please email the completed form to [MLDProcessingLCBTL@leedsbuildingsociety.co.uk](mailto:MLDProcessingLCBTL@leedsbuildingsociety.co.uk)