

Mortgage Submission Requirements – Introduced applications

For every mortgage application submitted to Leeds Building Society, all relevant details should be input online and the application form printed. (As applications for the following can not be submitted online, a paper application should be submitted: existing customers who are porting, applications with guarantors and applications with 3 or 4 customers).

Mandatory documentary requirements:

When submitting a mortgage application to Leeds Building Society's Mortgage Lending Department for your client, you are obligated to obtain the following documents from/for each applicant and enclose it / a copy with your initial application correspondence – All timescales stated below are also based on the date of initial file submission.

Application signed by each applicant:

- Application Form (populated and printed from the website) **OR** E-Comm Declaration Form (from the Printable Forms section of the website), either must include the completed Direct Debit Mandate.

Ensure that all appropriate information has been completed by the system and/or by hand before each applicant signs – particularly focus on information regarding previous mortgages and home insurance and future home insurance requirements.

Personal ID requirements for each applicant:

- A Primary ID document (plus proof of name change, if this has occurred in the last 3 years)

OR

- 2 x Secondary ID document (plus proof of name change, if this has occurred in the last 3 years)

Please see attached list of Acceptable forms of Identification.

Address verification requirements for each applicant:

- Documentary evidence of occupancy received by the applicant via the postal system within the last 3 months

PLUS

- A piece of documentary evidence of occupancy received by the applicant via the postal system from each of the previous 2 calendar years.

Please see attached list of Acceptable forms of Address Verification.

Income verification (only income to be used to support the loan requires verification):

Standard Residential Applications where applicant(s) are employed:

- **LTV of 80% or more**
 - Latest payslip PLUS a payslip from each of the 2 previous calendar months (take particular care with dates of payslips where applicant(s) are not paid monthly) PLUS latest P60

OR

- 3 year's accounts – prepared/verified by a Chartered or Certified Accountant

- **LTV below 80%**
 - Latest payslip
- Alternatively an Accountant's Certificate (signed by a Chartered or Certified Accountant) is acceptable as proof of income irrespective of LTV of the application.

Proof of future/current pension income and other non-standard income such as disability allowance or maintenance should also be on file where applicable.

Buy-to-Let applications of any LTV:

- Report from letting agent stating rental projections, written in the last 3 months

OR

- For BTL re-mortgages:

- Current/ongoing or future tenancy agreement showing agreed rental amount

OR

- Bank statements showing applicant's name, account number and the previous 12 monthly rent payments (or 52 weekly payments)

Bank/Building Society statement for each applicant:

- Statement showing the institution, applicant's name, account number and at least 30 days worth of transactions (including salary credit)
 - Posted / paper statement issued in the current or previous calendar month
- OR
- Print-out of online statement covering transactions from the previous and/or current calendar month – stamped and certified by appropriate staff at the bank/building society.

Fees to be paid

- Cheque to cover Valuation Fee and/or other fees as applicable. Where the applicant wishes for application/completion fees to be added to the loan, this should be clearly stated on the application form.
- OR
- Once an application has been submitted (as confirmed to you via Leeds Building Society Email Case Tracking), customer can call 0113 225 7889 to make fee payments by credit/debit card.

Solicitor Information

- The solicitor details of the applicant(s) should be detailed on the application form before a case is submitted. For re-mortgages, where the 'in-house' legal team is being used, the relevant option must be selected online and detailed on the application form.

Keyholder Information

- The details of the relevant keyholder should be logged online and detailed on the application form before a case is submitted.

Other Documentation

- For 'Offset' mortgage applications, an Investment Account Nomination Form must be completed, signed and on the file prior to submission (Nomination Form available on our website).
- For 'Right to Buy' mortgage applications, Right to Buy papers showing the name of the each applicant must be on the file prior to submission.
- For Scottish Applications, where a valuation of the property already exists, a transcript from a Valuer on the Society's panel should be included in the mortgage file before submission.

Optional documentary requirements (provision of such documents will accelerate our underwriting process):

- For applicants in rented accommodation:
 - A rent-card showing the previous 12 monthly payments (or 52 weekly payments)
- OR
- Bank statements showing applicant's name, account number and the previous 12 monthly rent payments (or 52 weekly payments)
- For applicants in mortgaged accommodation:
 - Mortgage statement issued by current lender within the last 12 months showing institution, applicant's name, account number and the previous year's payments

Remember:

- The property address and postcode must be fully completed before the application is submitted.
- Copies of all documentation certified as a true copy of the original by the Introducer or a recognised authority (e.g. solicitor) should be included in the file – Original documents should not be submitted.
- It is important to review the quality of documentation and to sense-check the accuracy of the information provided by the customer against the documentary evidence – e.g. salary information consistent on payslips and bank statement(s) and is feasible for the occupation.
- Cross sales – ensure that any Insurance quotes required are clearly requested on the application form.
- Every ported KFI must be referred to the Intermediary Sales Office for review and possible editing to ensure it is correct and compliant before the document is given to the customer.
- If the applicant is an existing customer, ensure that account details are clearly stated on the application form
- Notes should be added to the Additional Information section of the application form, especially to explain non-criteria situations.

NB. The above are basic requirements and do not preclude Leeds Building Society asking for further information and documentation from the applicant(s) where they see fit.

Acceptable documentation to verify Personal Identification

Primary

- Current signed UK/EU passport
- Current UK/EU driving licence with photo (full or provisional)
- EEA member state identity card (Swiss cards also acceptable)
- Northern Ireland Voter's Card
- Blue Disabled Driver's Pass
- Shotgun or firearms certificate
- HMRC tax notification (tax assessment, statement of account or notice of coding; not P45 or P60)
- Most recent notification from Department of Works & Pensions confirming rights to benefits or state pension (or benefit book)

Secondary

- Current UK driving licence showing current address (non-photo version)
- A grant letter or student loan agreement from a Local Education Authority
- Bank, building society or credit card statement (issued within the last 3 months) (not acceptable if printed from the Internet)
- A cheque guarantee card, credit card or debit card with inlaid holograph
- Initial deposit by personal cheque (drawn on an account that includes the customer's name)
- Marriage /civil partnership certificate
- Deed poll documentation
- Police warrant card

Acceptable documentation to verify Address details

- Current UK driving licence with photo or non photo version showing current address
- Council tax bill (valid for current year)
- HMRC tax notification (tax assessment, statement of account or notice of coding; not P45 or P60)
- A utility bill or prepayment certificate issued within the last 3 months (not acceptable if printed from the Internet)
- A mortgage statement from a recognised lender (issued within the last 12 months)
- A grant letter or student loan agreement from a Local Education Authority
- Local Council rent card or tenancy agreement (documentation from a private landlord is not acceptable)
- Bank, building society or credit card statement (issued within the last 3 months) (not acceptable if printed from the Internet)

NB. Where a document appears in more than one list above, it can only be used once i.e. no single document can be used to verify both identity and address.