

Offer Extension Declaration Form

Please read this before completing the form

- The request can only be made one month prior to expiry of the offer.
- You must save this document first before completing the details (DO NOT USE A WEB BROWSER TO ENTER DETAILS).
- Open the form using Adobe Reader only.
- Complete the details, save, and upload using the Mortgage Hub Portal.

Alternatively, if you do not have Adobe Reader complete the details online, print the form and upload the scanned copy using our Mortgage Hub.

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**

Please note: If you have answered 'Yes' to any of the above, you will have to re-submit evidence of the applicant's income to be reviewed by an underwriter. There may also be circumstances where you will have to re-submit up to date documentation even when circumstances haven't changed - this will be decided on a case by case basis.

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 the mortgage offer can only be extended two times. If further extensions are required, new applications must be submitted.
- I understand Leeds Building Society may not agree to extend the mortgage offer to the applicant(s) if their circumstances have changed.
- I understand in applying for an offer extension 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 upload this form using the Mortgage Hub Portal