



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 send it to us using a secure email facility (for more details see 'How to send this form to us' at the bottom of the page).

Alternatively, if you do not have Adobe Reader complete the details online, print the form and send the scanned copies to us using our secure email facility.

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 once. 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

1. Sign in to your secure service email account (<https://voltage-pp-0000.leedsbuildingsociety.co.uk/login>). If you don't have an account simply enter your email address and sign in this will create an account automatically for you.
2. Attach the saved form or if you've printed this form attach scanned copies.
3. Return to email address LBSsecurecomms@leedsbuildingsociety.co.uk, quoting your Application Number as the subject line.