

# Portfolio Landlords Declaration Form

## Please read this before completing the form

- 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 (for more details see 'Part 5. How to send this form to us' on page 2).

If you need any help please contact your dedicated BDM.

## Part 1. Application details

1.1 Case ID(s) (Include application references of all rental property mortgages the applicant(s) are currently applying for with Leeds Building Society)

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
----------	--	----------	--	----------	--	----------	--

1.2 Name of applicant(s)

<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
----------	--	----------	--	----------	--	----------	--

## Part 2. Assets and liabilities

2.1 Details of assets and liabilities for each applicant

Applicant 1	
Assets	Value
Savings	£
Investments	£
Public Company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

Applicant 2	
Assets	Value
Savings	£
Investments	£
Public Company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

Applicant 3	
Assets	Value
Savings	£
Investments	£
Public Company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

Applicant 4	
Assets	Value
Savings	£
Investments	£
Public Company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

### Part 3. Property investment plan

3.1 What is the primary reason for the applicant(s) investing in property(s)

☐ Sole source of income   ☐ Additional source of income   ☐ Capital appreciation   ☐ Retirement planning   ☐ Other (please specify)

3.2 Which of the following are in place for your applicant(s) business infrastructure (please select the ones that apply)

☐ Letting agent   ☐ Solicitors   ☐ Accountants   ☐ Property management

3.3 Details of void periods in last 2 years

Total number of void periods	Total length of void periods	Total cost of void periods	Strategy for covering potential future void periods
<input type="text"/>	<input type="text"/> months	£ <input type="text"/>	<input type="text"/>

3.4 Select a plan for the total portfolio over the next 2 years

☐ Increase size   ☐ Maintain Size   ☐ Reduce size

4.6 Additional information (if any)

3.5 Will there be any additional funding requirements over the next 2 years (Please select the reason and state the value)

☐ New purchase   ☐ Property improvements   ☐ Other (please specify)

Value of funding (£)

### Part 4. Declaration

Please read this declaration carefully. Either the broker **or** the applicant(s) must confirm the following:

I/We confirm that the information given is true, accurate, complete and not misleading to the best of my/our knowledge and belief. I/We acknowledge that the rental income from any properties that I/We own may be used when calculating affordability, and that I/We will notify Leeds Building Society promptly of any changes that may occur before the mortgage is completed.

Information provided to the Society will be processed in accordance with our Customer Privacy Policy (also known as the Guide to the Use of Personal Information) which can be found here: <http://www.leedsbuildingsociety.co.uk/security/use-of-personal-information/>. A summary of how we will use your information is provided in our mortgage application form and when applying for a 'Decision in principle'.

☐ I (broker) confirm the above information is accurate (complete as appropriate)   **or**   ☐ I/We (applicant(s)) confirm the above information is accurate (complete as appropriate)

<input type="text"/>	Applicant 1	Date	Applicant 3	Date
<input type="text"/>	Applicant 2	Date	Applicant 4	Date

### Part 5. How to send this form to us

1. Upload this form against the case requirement displayed within the Mortgage Hub