



# Offer Extension Declaration

### 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 using secure email facility (for more details see 'How to send this form to us').

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. Mortgage Application Reference 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

- Negative change in employment details (e.g employment, contractual hours, salary/wage).
- If self-employed the level of earnings are lower than stated.
- Committed monthly expenses are higher than those stated.
- Have been refused credit.

Yes  No

**Please note:** If the answer is **Yes**, you should re-submit the evidence of applicant's income to be reviewed by an underwriter.

### 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 extension is required, you must submit a new application.
- I understand Leeds Building Society may withdraw the mortgage offer to the applicant(s) if their circumstances have changed.
- I understand in applying for an offer extension a full credit search will be undertaken.

### 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 Reference Number as the subject line.