



Required Documentation Checklist

The documents you provide should:

- Support the information provided on the mortgage application form
- Be originals
- **Supplied within 21 days of applying for the loan**

In relation to any mortgage application that you make (whether this is an application in principle and/or a full application) please note:

- We will search your record at credit reference agencies who will supply us with information, including information from the Electoral Register. We reserve the right to repeat this search should we deem it necessary during your mortgage application. The agencies will record this search whether or not this application proceeds. Information which is provided to us and/or the credit reference agencies about you and those with whom you are linked financially, may be used by us and other companies if credit decisions are made about you, or other members of your household.
- The Society will consult at least one database to determine whether you can afford the proposed mortgage. In order for the Society to properly assess whether you can afford the proposed mortgage you will be asked to provide certain information and evidence during the mortgage application process, including information and evidence required by this document. You must ensure that all of the information and evidence that you supply is accurate and complete. If the Society is unable to carry out an assessment of whether you can afford the mortgage because you have chosen not to provide the information and evidence it has requested, then the Society will be unable to provide you with any proposed mortgage.
- You must be classed as a resident of the UK, meaning that: 1. your main residence must be in England, Northern Ireland, Scotland or Wales; 2. you have the right to remain in the UK indefinitely; and 3. you pay taxes in the UK and are registered in the UK for tax purposes.
- The assets or the income to be used to pay the monthly mortgage payment or repay the mortgage at the end of the term must be solely in £'s (GBP). An `asset' includes any property(ies) and/or other investment(s) that are owned and `income' includes any salary (whether from employment or otherwise) and/or any income from any investment(s).

If this is a joint application we will require any requested documents from both applicants unless specifically stated otherwise.

Your Solicitor should be on the Society's approved panel. You can check this by consulting your Solicitor or contacting us on 03458 480061. The Society does not use Sole Practitioners.

Please note that our mortgage products are strictly limited and can be withdrawn at any time. To secure this rate, please return your fully completed mortgage application with the relevant fees and documentation we have requested. We will then be able to fully process your application, secure the rate and avoid any unnecessary disappointment.

Document	Tick where applicable
Fully completed application form (signed by all applicants in the relevant areas on the form)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your original last three months' pay slips (12 weeks if paid weekly).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your most recent original or online printed bank statement showing the below information. <ul style="list-style-type: none"> • 90 days (3 months) of transactions • Your name • Your address • Your income credit (where applicable) • Your mortgage payments (where applicable) • Your overdraft limit • Your account number • Name of your bank 	Yes <input type="checkbox"/> No <input type="checkbox"/>



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<p>Original proof of your Pension/Working Tax credits from all relevant official sources We do not accept child related tax credits</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>For any proposed home improvements included in the lending</p> <ul style="list-style-type: none"> • Estimated breakdown of the costs • Planning permission where applicable 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>For the proposed debt consolidation</p> <ul style="list-style-type: none"> • Up to date statements showing all balances which are to be repaid • Full breakdown of the debts which are to be repaid • We will require up to date statements for all debts before funds will be released 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>For self-employed applicants: Your original last three years Accounts or an Accountants Certificate.</p> <p>Your Accountant must be a member of one of our recognised accountancy bodies. Please contact us on 03458 480061 for details.</p> <p>If not, we require fully completed Accounts or an Accountants Certificate and three years SA302s to confirm the accuracy of the information provided.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>For Interest Only applications: Evidence of repayment strategy, including monthly costs.</p> <p>If savings please provide 3 months bank statements for this savings account</p>	<p>Company: Balance: £ Monthly payments: £ Maturity Date:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Original proof of occupancy for last 3 years</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>A stamped & certified* copy of your UK/EU passport or UK driving license photocard. Please avoid sending your original ID, certified copies are acceptable. *A copy of your passport or driving license can only be certified by your Solicitor, Accountant, or your Bank or Building Society that you have a personal connection with</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Original If Indefinite Leave to Remain. For non UK nationals the applicant's permanent right to reside in the UK should be evidenced and confirmed</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Signed and Dated Rejection of Advice letter / Execution Only letter – this must be signed by ALL parties</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>The applicable fees – these can be paid by: Cheque payable to Leeds Building Society with your mortgage account number Contacting your local branch or Telephoning 0345 0505061 to pay by debit or credit card</p>	<p>Valuation £ Application £ Chaps £ Completion £</p>
<p>Purchase only: Source of the deposit confirmation</p> <ul style="list-style-type: none"> • We cannot accept deposits from sources outside the UK 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



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<ul style="list-style-type: none"> We can only accept gifted deposits from immediate family members. We do not accept gifted deposits for Buy To Let mortgages 	
<p>BTL applications:</p> <ul style="list-style-type: none"> Proof of the rental income you will be receiving from a reputable letting agent Current Tenancy Agreement for any mortgaged Buy to Let properties declared. (Should the tenancy agreement be out of date, please provide the agreement together with 3 months bank statements showing proof of rental income) Copy of your mortgage offer for the Buy to Let property the additional lending is being used to fund 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Shared Ownership applications:</p> <ul style="list-style-type: none"> Original 'Memorandum of sale (England & Wales) or Offer Letter/Offer Summary (Northern Ireland) for 'Shared Ownership' <p>This must confirm your % of share being purchased and rent payable to housing association</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Help to buy applications:</p> <ul style="list-style-type: none"> Original 'Authority to Proceed' <p>This must confirm as per your mortgage application: customer name, purchase price, contribution % and amount, and the agreed term</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Right to Buy applications:</p> <ul style="list-style-type: none"> Confirmation papers 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

You may take all your original documents to any Leeds Building Society branch who will make certified copies.

Your Solicitor, Accountant, or your Bank or Building may also copy & certify any of your documents, providing that their company stamp/company headed paper is used, and each page of the document is suitably verified.

If you have made any amendments to the application form, please state which pages have been amended below:

If any of these items are not provided, then we will be unable to proceed with the application. Please note that addition items may be requested at any stage of the application process.