

Documentation Required - Buy To Let

(v.0517)

For Submitting Mortgage Applications To Leeds Building Society

What you must do:

- Forward this **fully completed** form (noting 'not applicable' where the point is not relevant to the application) together with **all** the required documentation **within 21 days** of submission of the application.
- Pay the appropriate fees if these are **not** being added to the loan.

Important - Please Note:

- The application will not be passed to an underwriter for assessment until these requirements are satisfied.
- You must ensure that this information and evidence you supply is accurate and complete. If we are unable to carry out an assessment of affordability because you have chosen not to provide the information and evidence we have requested, we will not be able to provide the proposed mortgage.
- The application will be cancelled if all items are not received within these timescales.
- The valuation fee will only be refunded if the valuation has not been completed.
- The product fee and funds transfer fee will be refunded if they have been paid up front and the case does not complete.
- Telephone calls may be recorded for training purposes.
- We adhere to the Data Protection Act, which means we collect and hold information for as long is required by law. This information will be held securely and only for the intended purposes.

Certificate Of Supporting Documentation

All documents submitted must be certified by FCA Authorised Intermediaries or a Leeds Building Society employee. Please record in the far right hand column, the number of pages you are certifying as having seen and being true copies of the originals, for each document type accompanied with this cover sheet.

If you are submitting more than 1 application to the Society at the same time we can cross reference the documents to each case. Please provide the application numbers below. Please also ensure you complete and sign the declaration at the end of this form.

Customer Name(s):		Documents Enclosed (Please Tick)		Number Of Pages Certified
		N/A	Yes	
Account Number(s):				

<p>Signed Use Of Personal Information Form /Customer Declaration. http://www.leedsbuildingsociety.co.uk/intermediaries/forms/</p>	REQUIRED FOR ALL CASES		
<p>Latest Bank Statement: 1) Must show bank institution, customers name and account number. 2) Statements must show full months transactions including the salary credit for employed customers, reflecting the pay slips provided. 3) Where the account is overdrawn, confirm the overdraft limit and provide explanation where overdraft limit has been exceeded.</p>		Period Covered	
<p>Income Verification: 1) Employed - Last months or 4 weekly payslips. 2) Private Pension – Latest monthly payslip or P60 or pension statement 3) State Pension / Pension Credits – DWP letter dated within last 12 months or last 3 monthly bank statements 4) Self Employed* - An accountants certificate or last years full accounts or last years SA302s <u>and</u> tax year overviews. All accountants must be qualified by a registered body acceptable to the Society. http://www.leedsbuildingsociety.co.uk/intermediaries/criteria-guide/ <i>*If Self Employed Please Confirm Number of Years Trading if <3 Years (must be at least 2 years)</i></p>		Years:	

<p>Declaration: I confirm the above is true and accurate and certify that the documents included with this form are true copies of the originals which I have seen. I confirm that the customer is aware that the case cannot proceed unless the information and evidence provided is accurate and complete.</p>	Name (Print):
	Name (Signed):
	Date:
	<i>Company Name: (or LBS Branch)</i>
	<i>Contact Telephone:</i>
	<i>Email Address:</i>

Please submit a fully completed and scanned copy of this form along with the required documentation using secure email. Details of this service can be found at:
<http://www.leedsbuildingsociety.co.uk/intermediaries/contact/>

Identification:

We will carry out an electronic ID check and will only need to verify personal identification should this fail. We will advise you if you need to provide this additional information which must be submitted within our submission timescales.