Documentation Required - Buy To Let

(v.0517)

Number Of

Documents Enclosed

For Submitting Mortgage Applications To Leeds Building Society

What you must do:

- Forward this <u>fully completed</u> form (noting 'not applicable' where the point is not relevant to the application) together with <u>all</u> the required documentation <u>within 21 days</u> 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

*If Self Employed Please Confirm Number of Years Trading if <3 Years (must be at least 2 years)

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):	(Please Tick)	Pages
Account Number(s):	N/A Yes	Certified
Signed Use Of Personal Information Form /Custom Declaration. http://www.leedsbuildingsociety.co.uk/intermediaries/forms/	ner	
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 customers, reflecting the pay slips provided. 3) Where the account is overdrawn, confirm the overdraft limit and provide exp where overdraft limit has been exceeded.	Covered lanation	
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 lamonthly bank statements 4) Self Employed* - An accountants certificate or last years full accounts or last SA302s and tax year overviews. All accountants must be qualified by a registered body acceptable to the Society http://www.leedsbuildingsociety.co.uk/intermediaries/criteria-quide/	years	

Document (Pleas		Number Of Pages Certified
N/A	Yes	

If Customer has married/changed name in last 3 years Marriage Certificate or Proof of Legal Name Change where any documentation you are providing is still held in a previous name.	Name Change Proof	
If Customer is a non — UK national 1) A valid EU passport should be provided. 2) For Non-EU Nationals the applicant's permanent right to reside must be evidenced and confirmed.	Non UK National Proof	
If Customer has existing BTL Fully completed and signed Existing Property Declaration Form http://www.leedsbuildingsociety.co.uk/intermediaries/forms/	Existing Property Declaration Form	
Advisory Note (HMOs) The underwriter will carry out plausibility checks on the rental received using external sources for comparison (if this is within 10% of the declared rent amount this will be acceptable). Typically an HMO will fail these checks and the underwriter will ask for further evidence of rental income such as proof of rental payments from bank statements or an AST so it would speed up processing to provide these now.		
If Gifted Deposit 1) The gift must be from a family member (spouse, parent, grandparent, sibling, child or grandchild) and not be repayable. 2) The individual gifting the deposit must reside in the UK. 3) Gifted Deposit form must be completed and attached. http://www.leedsbuildingsociety.co.uk/intermediaries/forms/	Gifted Deposit Form	

Additional Information Required:

	N/A				
If New Build Property		Proposed Co	mpletion Date		
For Remortgage Applications With Additional Borrowing Only Please confirm the reasons for additional borrowing		Repay Existing Mortgage:		£	
	Home Improvements		vements:	£	
		Debt Consolidation:		£	
		Raising Funds	To Gift To Third Party:	£	
		Buying Another House:		£	
			Buy To Let (Y/N)		
			Second Property (Y/N)		
			Buying For Third Party (Y/N)		
		If Third Party please provide		names of beneficiaries:	
		Other:		£	
			Provide Reason:		

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.	Name (Print):
	Name (Signed):
	Date:
I confirm that the customer is	Company Name:
aware that the case cannot	(or LBS Branch)
proceed unless the information and evidence provided is accurate and complete.	Contact Telephone:
	Email Address:

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.