

Documentation Required - Shared Ownership

(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. 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:			
Signed Use Of Personal Information Form /Customer Declaration http://www.leedsbuildingsociety.co.uk/intermediaries/forms/	REQUIRED FOR ALL CASES		
Last 3 Months Bank Statements: 1) Must show bank institution, customers name and account number. 2) Statements must show 3 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.		Period Covered	
Income Verification: 1) Employed - Last 3 months or 12 weekly payslips. 2) Self Employed* - An accountants certificate, last 3 years full accounts or last 3 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>		Years:	

	Documents Enclosed (Please Tick)		Number Of Pages Certified
	N/A	Yes	
<p>Memorandum Of Sale (England & Wales) Or Offer Letter/Offer Summary (Northern Ireland)</p> <p>1) Must be on the Housing Association's letter head or include the company logo. 2) Memorandum Of Sale / Offer Letter must confirm rent payable to Housing Association or Local Authority 3) Must also confirm % of share being purchased.</p>	Required In All Cases		
<p>If Customer has married/changed name in last 3 years</p> <p>Marriage Certificate or Proof of Legal Name Change where any documentation you are providing is still held in a previous name.</p>		Name Change Proof	
<p>If Gifted Deposit</p> <p>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/</p>		Gifted Deposit Form	
<p>If Customer is a non – UK national</p> <p>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.</p>		Non UK National Proof	

Additional Information Required:

	N/A		
<p>If Leasehold Property</p> <p>Please Confirm Leasehold costs</p>		Service Charge Cost (pm):	£
		Maintenance Cost (pm):	£
		Ground Rent Cost (pm):	£
<p>If New Build Property</p>		Proposed Completion Date	
<p>For Remortgage Applications With Additional Borrowing Only</p> <p>Please confirm the reasons for additional borrowing</p>		Repay Existing Mortgage:	£
		Home Improvements:	£
		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:		

<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:
	Company Name: <i>(or LBS Branch)</i>
	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.