



Your mortgage guide.


**Leeds
Building
Society**

It's better
to belong.

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Need to talk to us?

We're here if you need us.

You'll find some useful numbers below, or you can visit your local branch.

If you have any questions or want to make changes such as to your Direct Debit call
03450 50 50 75*

To arrange a new mortgage deal call
03450 50 50 64*

To discuss additional borrowing call
03450 50 22 30*

Need this guide in a different format?

We're here to support you and your needs. There's a range of tools and services we offer to make your experience with us easier.



Scan here for
more information

[leedsbuildingsociety.co.uk/
accessibility-and-support](https://leedsbuildingsociety.co.uk/accessibility-and-support)

If you're struggling to make your mortgage payments call:

Residential mortgages
0800 028 3220*

Buy to let mortgages
0800 028 3218*

Shared ownership mortgages
0800 028 3207*

If you have home insurance through us, you can chat to Uinsure on **0330 912 8852***

Your property could be repossessed if you don't keep up with your mortgage payments

Mortgages are subject to eligibility, status and financial standing. Applicants must be aged 18 years or over.

*We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels and for colleague training purposes.



Finding your place to call home is a big step. This guide will help you understand how your mortgage with us will work, and answer any questions you may have.

Why it's better to belong

As one of our members, you're part of a community that works together for the good of each other.

We know what it means to belong – that's why we're dedicated to helping communities thrive.

Whether it's helping members take the difficult first step onto the property ladder or providing savings accounts that suit their needs, we aim to make a positive impact.

We believe that home ownership creates strong, thriving communities – ones where generations can grow, prosper, and, most importantly, feel they belong.

Your guide to mortgage terms

Additional borrowing

Is when you borrow more money on top of your existing mortgage, using your home as security.

Benefit period

The length of time that a discounted, fixed, tracker or capped rate applies to a mortgage. For example, a mortgage with a two-year tracker rate would have a benefit period of two years.

Capital

The money we lend to you to buy or remortgage a property. You'll have to pay interest on this.

Completion

When your mortgage funds are released, and you are bound by the mortgage terms.

Conveyancing

The legal process when property or land is bought or sold. This is often carried out by solicitors, or licensed conveyancers, on behalf of buyers and sellers.

Daily interest

This is where interest is worked out based on the amount owed on your mortgage at the end of each day.

The interest is charged to your account daily, increasing the balance by the amount of interest. Payments must be made monthly, reducing the balance on which interest is charged from the day each payment is received.

Debt consolidation

If you repay debt by borrowing on your mortgage, it may mean that you pay more interest in the long term. This depends on the length and interest rate of the mortgage.

Early repayment charge

This may be charged if the mortgage is repaid (or, sometimes, partly repaid) within the benefit period. Your mortgage offer will have more information.

Exchange of contracts

The process where both parties (the sellers and the buyers) formally agree to the sale and purchase of a property and set a completion date. Normally, this is arranged through a solicitor or licensed conveyancer.

Loan to value (LTV)

The amount you borrow as a percentage of your property price. For example, if you borrow £50,000 on a property price of £100,000, your loan to value will be 50%.

Mortgage

A legal agreement where money is borrowed from a building society, bank or another financial organisation, to buy property or land. This is secured against the property. Payments are made to the lender until the loan is paid off.

Mortgage consultant

A mortgage specialist who will help you arrange your mortgage.

Mortgage term

The length of time your mortgage is in place.

Porting

The process of transferring your current mortgage to another property.

Premium

The payment for an insurance or endowment policy, which can be made either by a single payment or regular instalments.

Rate switch

The process of switching your mortgage to a new product with your existing lender.

Redemption

This is when you repay your mortgage balance in full, including interest and costs. A redemption statement shows the amount you still need to pay off your mortgage.

Remortgage

The process of changing from one lender to another – moving your mortgage but not your home.

Standard variable rate (SVR)

SVR is our base lending rate and is the interest rate you'll usually be charged once your initial period on a fixed or tracker rate comes to an end (unless otherwise stated in the product terms and conditions). On SVR, mortgage payments can go up or down.

Understanding your mortgage

Before you enter into the mortgage

It may sound obvious, but make sure you read your mortgage offer and terms and conditions. Don't continue unless you're completely happy.

This is a legal contract between you and us, so if you have any concerns please contact our Mortgage Lending Team on 03458 48 00 61*.

Releasing your money

Your legal representative will ask us to release your money to allow completion to take place.

Making your first payment

Although you'll make regular payments each month, your first payment will be higher. This is because it is made up of the interest from the date we release funds to your solicitor, up to the end of that month, known as initial interest, plus your normal first payment.

Payment of capital isn't included in this initial interest payment. We'll confirm the exact amount and date of your first and regular monthly payment once your mortgage completes.

Regular payments going forward

The most convenient way to make your payments is by Direct Debit. You don't need to worry about forgetting a payment, and we'll update your payment for you if the amount changes.

Most importantly, you stay in control. We always let you know in advance about any changes, and you choose the date of your payment.

If you change your bank, it's important to let us know at least 10 working days before your payment is due.

If you need to change any details of your Direct Debit, simply call us on 03450 50 50 75*.

Money worries? We're here to help

If you're worried about your mortgage repayments, please talk to us as soon as possible. This will let us make a plan that helps your mortgage feel more affordable.

Don't worry - speaking to us to find out what options are available to you won't affect your credit score.

Get in touch

Go online to find out more:
leedsbuildingsociety.co.uk/money-worries

Call our friendly advisers:

Residential mortgages
0800 028 3220*

Buy to let mortgages
0800 028 3218*

Shared ownership mortgages
0800 028 3207*

Our lines are open 8am - 7pm Monday to Thursday, 8am - 5pm on Fridays and 9am - 12.30pm on Saturdays. We're always closed Sundays and Bank holidays.

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Different types of mortgages

Repayment (Capital and Interest)

Your monthly payment will include part of the capital you've borrowed, plus interest.

The amount you owe will go down over time if you make your payments on time and in full.

Interest Only

Your monthly payments don't include any of the capital you've borrowed.

You'll need to have a clear and affordable plan to repay the amount you owe us at the end of the term. You'll have to pay back the capital you've borrowed, plus any remaining interest and/or other amounts you still owe us. This is known as a repayment strategy.

This could be an investment product, such as an ISA, endowment or pension. It may even be a combination of these.

Your plan may be to sell the mortgaged property. If this is your main residence, you need to make sure you'll have enough money after the sale to repay the loan and buy another property.

It's your responsibility to make sure you can repay your mortgage, in full, at the end of the term. You'll need to review your plan regularly. You might want to use a financial adviser.

We'll contact you at some point during the term of the mortgage, to check your repayment strategy is still on track. You'll need to show you'll be able to repay the amount borrowed, plus any interest that's built up, at the end of the term.

Part & Part

This includes both Repayment and Interest Only. You split your mortgage between these two repayment types.

However, your payments won't repay the capital you've borrowed on the Interest Only part. For that, you'll need to have a clear and affordable plan to repay us. (See the Interest Only section for more about this).

Retirement Interest Only (RIO)

Like Interest Only, your monthly payments only include interest on the amount you've borrowed.

However, there's no set end date for the mortgage, so you'll continue to make monthly payments until a 'life event' happens. This includes death or moving into long-term care.

After the 'life event', the mortgaged property will be sold, and the money from the sale will be used to pay back the amount you borrowed.

Shared Ownership

You purchase part of the property initially and pay rent to a housing association or landlord for the share you don't yet own. You can then purchase further shares as and when you can afford to. You need to make sure you've accounted for fees such as rent and maintenance.

Fees we may charge

Some fees may be added to the amount you've borrowed. You'll then pay interest on them over the term of your mortgage.

Application fee

This is a fee for applying for the mortgage. You'll have already paid this. We won't refund this fee, even if your mortgage doesn't complete.

Funds transfer fee

We'll deduct this fee when you apply for your mortgage so we can pass your funds to your legal representative.

Product fee

Some of our mortgages come with a fee. You'll either pay when you apply, or we can add it to your mortgage. We'll refund it if the mortgage doesn't complete.

Valuation fee

We use this fee to check the property is suitable for us to provide a mortgage on it. You may need to pay it when you apply for your mortgage, and we won't refund it if the mortgage doesn't complete and the valuation has already happened.

This valuation is only for our use, so you will need to arrange your own valuation or survey if you need to.

Other fees to be aware of

Legal fees

You may need to pay both the Society's legal costs and your own. These fees can't be added to the mortgage.

Tax

You may need to pay tax when you buy a property or land. In England or Northern Ireland, this is called Stamp Duty Land Tax. In Scotland, this is called Land and Buildings Transaction Tax. In Wales, this is called Land Transaction Tax. How much tax you pay depends on the price of the property you're buying, and if you're a first time buyer or not.



Home insurance

We know your home and its contents (the things inside it) mean a lot to you. This is why it's important you protect them with insurance.

Buildings and contents insurance lets you protect your home and its contents.

Protecting your home with Uinsure

We arrange 5 star Defaqto rated home insurance that is provided by Unisure. You choose the cover that's right for you.

Uinsure offers:

- Up to £1 million to trace and access a leak in your home
- Up to £1 million buildings cover as standard to protect your home should the structure be damaged
- Up to £75,000 contents cover as standard, with an option to increase this to £100,000
- New for old cover, meaning belongings could be replaced with a new version if lost, stolen or damaged beyond repair
- No extra fees for changes or cancellation
- An experienced, UK based claims team available 24/7

Terms and conditions apply.

You could also choose the following optional cover for an additional cost:

- A choice of accidental damage options to suit your needs
- Personal belongings cover, protecting your belongings outside your home
- Home emergency cover to give you urgent help with a range of emergency incidents
- Legal protection to cover the cost of legal actions from a range of issues, such as death or personal injury.

Get in touch

Call Uinsure:

0330 912 7690

They're here for you Monday to Friday 9am-5pm.

Visit your local Leeds Building Society branch.

Visit us online:

leedsbuildingsociety.co.uk/homeinsurance



Scan here for more information

Making changes to your mortgage

Things can change during the term of your mortgage. Let us know about any of the following changes.

Changing your address

If you'd like us to change the address we use to contact you about your mortgage, you'll need to let us know.

Write to us and let us know the address you'd like us to use, as well as the reason for the change. We'll also need to make sure your home isn't being let out without us knowing.

We offer Buy to Let mortgages if you'd like to rent your home out. If you're moving, you might be able to take your Leeds Building Society mortgage with you.

Changing your name

Your name may change for several reasons, for example marriage or divorce. Let us know if your name changes (we'll need to see evidence of this).

Changing borrowers on the mortgage

You might need to do this if a borrower marries, or if joint borrowers separate.

You'll need to contact us to apply for a Transfer of Equity. The title deeds of your property, and mortgage documents, will also need to be changed.

If you're adding or changing a borrower, they still need to meet our lending criteria - such as proof of income or identification. You'll need to pay a fee and cover any legal costs, as you will need to involve a solicitor in this process.

If a borrower passes away, we'll need to know as early as you feel comfortable.

Making changes to your home

Contact us if you're planning any major changes, such as buying the house next door to combine with your own. It could affect the value of your home as security for your loan.

You'll also need to let us know if you're planning to add any home improvements, such as a conservatory or solar panels.

If you've taken out buildings or contents insurance, the amount of cover you need may change. Make sure you contact your insurance provider to make them aware of any changes.

Reaching the end of your initial mortgage deal

You can switch to a new deal shortly before your product is due to end. We'll write to you nearer the time to let you know your options.

Other changes you should tell us about:

- You want to sell part of your property
- Your home is subject to a Compulsory Purchase Order (this means a public authority is making you sell to them)
- You're offered money (also known as compensation) from the Highways Agency for changes affecting your home
- You miss ground rent or service charge payments on your home
- A government agency lets you know of any contaminated land

Let us know if any of the above events happen, we'll help you deal with them.

Changing your mortgage product

By 'product', we mean the specific mortgage deal you've chosen.

For example, a fixed rate or tracker mortgage. You may be able to change this, depending on the terms and conditions of your current mortgage.

You'll need to pay early repayment charges, if there are any, when you switch. If you don't want to pay this charge, you might want to wait until it no longer applies.

Overpayments

You can pay extra amounts each month, or as a lump sum. Some of our mortgages let you do this without paying an Early Repayment Charge.

Check your mortgage offer, or call us on 03450 50 50 75* to find out if any there are any fees for overpayments.

Want to borrow more?

If you're a mortgage member, you may be able to borrow more money, using your home as security.

To find out more, visit leedsbuildingsociety.co.uk/mortgages/additional-borrowing

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Paying off your mortgage early

You probably won't need this information for a few years, but it's handy to know it.

Your redemption statement

Before you pay off your mortgage, you'll need an up to date redemption statement. This should show the exact amount you need to pay.

You can get this by contacting our Contact Centre on 03450 50 50 75*.

What you'll have to pay

As well as paying the balance on your account, you may have to pay the following fees:

Mortgage exit fee

This is a fee to cover the costs of closing your mortgage account.

Early repayment charge

If you'd like to pay your mortgage off early, some of our mortgages have an early repayment charge. Check your mortgage offer for details and how much this charge may be.



Keep in touch

Stay up-to-date with our latest news and product updates by signing up for our newsletter, Society News, at leedsbuildingsociety.co.uk/society-news



Your property could be repossessed if you don't keep up with your mortgage payments.

Most Buy to Let mortgages are not regulated by the Financial Conduct Authority.

Insurance arranged by Leeds Building Society is provided by Uinsure Limited. Uinsure Limited is registered in England and Wales with company number 06046870 with a registered office at XYZ Building, Hardman Boulevard, Manchester M3 3AQ. Uinsure Limited is authorised and regulated by the Financial Conduct Authority and is registered on the Financial Services Register under number 463689.

Leeds Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority and our registration number is 164992. The Society's main business is the provision of savings products, mortgages and general insurance.

The Society's Head Office address is 26 Sovereign Street, Leeds, West Yorkshire LS1 4BJ.

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Large text, braille and audio tape versions of our brochures are available on request.