

## Portfolio Landlords Declaration Form

### Please read this before completing the form

- You must save this document first before completing the details **(DO NOT USE A WEB BROWSER TO ENTER DETAILS)**.
- Open the form using Adobe Reader only.
- Complete the details, save and send it to us using our secure email facility (for more details see 'Part 6. How to send this form to us' on page 4).

Alternatively If you don't have Adobe Reader, complete the details online, print this form and send the scanned copies to us using our secure email facility.

If you need any help please contact your dedicated BDM.

### Part 1. Application details

1.1 Application Reference Number(s) (Include application references of all rental property mortgages the applicant(s) are currently applying for with Leeds Building Society)

<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>	
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1.2 Name of Applicant(s)

<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
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1.3 Details of properties applicant(s) want to purchase or re-mortgage to Leeds Building Society.

(Please provide the relevant property details for each application reference number provided in section 1.1)

Application Reference	House/Flat name or number	Postcode	Estimated property value (£)	Property type Detached (D), Semi-detached (SD), Terraced (T) or Flat (F)				No. of bedrooms	Outstanding mortgage balance (£) (if applicable)	Type of rental Buy to let (BL), House of multi occupancy (HMO) or Holiday let (HL)			Start date of first tenancy (If re-mortgaging)		Gross monthly rental income (if currently let)
				D	SD	T	F			BL	HMO	HL	MM	YYYY	
<b>A</b>			£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			£
<b>B</b>			£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			£
<b>C</b>			£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			£
<b>D</b>			£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			£

## Part 2. Existing rental and residential properties

2.1 Details of all background rental properties of applicant(s) (include both mortgaged and owned outright properties)

	House/Flat name or number	Postcode	Who owns the property Applicant(s)/ Other Parties (OP)					Estimated property value (£)	Property type Detached (D), Semi-detached (SD), Terraced (T) or Flat (F)				No. of bedrooms	Outstanding mortgage balance (£) <small>(if applicable)</small>	Type of rental Buy to let (BL), House of multi occupancy (HMO) or Holiday let (HL)			Start date of first tenancy		Gross monthly rental income <small>(if currently let)</small>
			1	2	3	4	OP		D	SD	T	F			BL	HMO	HL	MM	YYYY	
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			£

2.2 Details of all residential properties of applicant(s) (include both mortgaged and owned outright properties)

House/Flat name or number	Postcode	Who owns the property Applicant(s)/ Other Parties (OP)					Estimated property value (£)	Property status Main residence (Main), or Second home (Sec)		Enter these details if the property is currently mortgaged						
		1	2	3	4	OP		Main	Sec	Outstanding mortgage balance (£) (if applicable)	Repayment type Capital & Interest (C&I), Interest Only (IO) or Part & Part (P&P)			Outstanding mortgage term	Monthly mortgage payment (£)	
											C&I	IO	P&P			
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="radio"/>	<input type="radio"/>	£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> years <input type="text"/> months	£	
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="radio"/>	<input type="radio"/>	£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> years <input type="text"/> months	£	
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="radio"/>	<input type="radio"/>	£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> years <input type="text"/> months	£	
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="radio"/>	<input type="radio"/>	£	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> years <input type="text"/> months	£	

PLEASE NOTE : If you have more existing properties to declare (rental and/or residential), please fill in a **supplementary background rental and residential properties form** and send it to us together with this form to enable us to fully assess your client's application.

**Part 3. Assets and liabilities**

3.1 Details of assets and liabilities for each applicant

Applicant 1	
Assets	Value
Savings	£
Investments	£
Public company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

Applicant 2	
Assets	Value
Savings	£
Investments	£
Public company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

Applicant 3	
Assets	Value
Savings	£
Investments	£
Public company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

Applicant 4	
Assets	Value
Savings	£
Investments	£
Public company Shares	£
Debtor	£
Others	£
Type of Liability	Value
Only enter liabilities not already declared in DiP	
	£
	£
	£

**Part 4. Property investment plan**

4.1 What is the primary reason for the applicant(s) investing in property(s)

Sole source of income  
  Additional source of income  
  Capital appreciation  
  Retirement planning  
  Other (please specify)

4.2 Which of the following are in place for your applicant(s) business infrastructure (please select the ones that apply)

Letting agent     
  Solicitors     
  Accountants     
  Property management

4.3 Details of void periods in last 2 years

Total number of void periods	Total length of void periods	Total cost of void periods	Strategy for covering potential future void periods
	months	£	

4.4 Select a plan for the total portfolio over the next 2 years

Increase size     
  Maintain Size     
  Reduce size

4.6 Additional information (if any)

4.5 Will there be any additional funding requirements over the next 2 years (Please select the reason and state the value)

New purchase     
  Property improvements     
  Other (please specify)

Value of funding (£)

## Part 5. Declaration

Please read this declaration carefully. Either the broker **or** the applicant(s) must confirm to the following:

I/We confirm that the information given is true, accurate, complete and not misleading to the best of my/our knowledge and belief. I/We acknowledge that the rental income from any properties that I/We own may be used when calculating affordability, and that I/We will notify Leeds Building Society promptly of any changes that may occur before the mortgage is completed.

The information provided in this form will be processed in accordance with our guide to the use of your personal information as set out in the mortgage application form or when applying for a Decision in principle. For a full copy of this guide please visit: <http://www.leedsbuildingsociety.co.uk/security/use-of-personal-information/>

I (broker) confirm the above information is accurate (complete as appropriate)     
 **or**     
  I/We (applicant(s)) confirm the above information is accurate (complete as appropriate)

Your name	Applicant 1	Date	Applicant 3	Date
Date	Applicant 2	Date	Applicant 4	Date

## Part 6. How to send this form to us

1. Sign in to your secure service email account (<https://voltage-pp-0000.leedsbuildingsociety.co.uk/login>). If you don't have an account simply enter your email address and sign in which will create an account automatically for you.
2. Attach the saved form or if you've printed this form attach scanned copies.
3. Use email address [LBSsecurecomms@leedsbuildingsociety.co.uk](mailto:LBSsecurecomms@leedsbuildingsociety.co.uk), quoting your **Application Reference Number** as the subject line.

**IMPORTANT: To keep your applicant(s) data safe and protected you must send this document to us using our Secure Service Email only.**