



Offer amendment declaration

Please read this before completing the form

- Any amendment to an application post offer will be treated as an offer extension. This will be subject to re-underwriting based on current circumstances and is not guaranteed to be approved.
- You must save this document first before completing the details (DO NOT USE A WEB BROWSER TO ENTER DETAILS).
- If the amendment is approved, the offer will be extended for a further 6 months which may be prior to the current offer expiring - the offer extension process will begin upon receipt and assessment of this offer extension declaration form.
- Open the form using Adobe Reader only.
- **Complete the details, save, and email the form to MLDProcessingLCBTL@leedsbuildingsociety.co.uk**

Alternatively, if you do not have Adobe Reader complete the details online, print the form and email the scanned copy to MLDProcessingLCBTL@leedsbuildingsociety.co.uk

If you need any help please contact your dedicated BDM.

1. Application or Case Number

2. Name of Applicant(s)

3. Address of the Property

4. Have any of the applicant's financial circumstances changed from what they've stated in the application since the mortgage offer was initially issued?

Select 'Yes' if any of the following details apply

- Change to employment or income (e.g. employment status, income source, contractual hours, latest self employed trading figures). **Yes** **No**
- Changes to committed monthly expenditure (e.g. childcare costs, secured and unsecured credit commitments etc). **Yes** **No**
- Changes to Credit History (e.g. refused credit or missed payments on existing credit commitments). **Yes** **No**
- Is applicant under notice of redundancy? **Yes** **No**

Expected date of new completion (to only be completed where this is an offer extension request).

Please note: You will have to re-submit evidence of the applicant's income to be reviewed by an underwriter if the applicant's circumstances have changed.

5. Please read this declaration carefully and confirm to the following:

- I confirm that the information detailed in this form has been discussed with the applicant(s) and, if required, supporting documentation has been provided to Leeds Building Society.
- I understand that any further amendments to the mortgage offer will require a re review of the full application to be undertaken.
- I understand Leeds Building Society may not agree to amend the mortgage offer to the applicant(s) if their circumstances have changed.
- I understand in applying for an offer amendment, a full credit search and reassessment of the application will be undertaken and I confirm this has been explained to the applicant(s).
- I understand that a new valuation will be carried out and a fee may be required, and I confirm this has been explained to the applicant(s).

How to send this form to us

Please email the completed form to MLDProcessingLCBTL@leedsbuildingsociety.co.uk