



Leeds Building Society

Working with Leeds Building Society

We know that you need to get your cases processed as quickly and efficiently as possible. So to help us to help you, we have created a guide that takes you from registration through to converting to a full application. Giving you the hints, tips and requirements for submitting business with us.

Register with us

Once registered, you will be sent a username and password. You will need to wait overnight for a systems refresh to allow you to submit business. To register, visit our website.

To protect your client's data, sign up to our secure email service allowing you to submit documents online. Don't forget if you have a basic question, visit our FAQs section.

Hints and tips for our affordability calculator

- Paper DIPs must be submitted on Guarantor/3+ applicants and Porting cases.
- Calculator cannot be used for 2nd property/guarantor cases. Full DIP required.
- Overtime: input as average of last 3 months x 12
Bonus: Average of last 3 payments.
- Household occupants: Lodgers & financially independent children can be excluded from affordability calculator (doesn't include partners / spouses).
- Two incomes: Employed & Self/employed income cannot be input for the same applicant. You or your client will need to average the self-employed income and combine the average with the basic income.
- Pension contributions from payslips should not be input as a commitment.
- Help to Buy: $4\% \times \text{Government loan} / 12$ is a commitment
i.e.: $\pounds 20,000 \times 4\% / 12 = \pounds 67 \text{ pcm}$.
- Shared ownership: Rent & service charges are a monthly commitment.
- A 35yr term is the calculator max, but a 40yr term can be considered on full DIP.

Submitting an Application

Fully complete a minimum submission form for every case you submit. Completing this form for every case you submit speeds up the assessment process.

The three versions of the form (residential, buy to let and shared ownership) can be found on our website.

Please note that these forms are regularly updated to comply with the latest regulations and requirements and the latest version will always be available on the website.

- Processing times are much faster when all sections of the minimum submission form are completed.
- Certify all of the supporting documents; this can be done by signing the bottom of the sheets. Use the appropriate submission form checklist to make this easier.
- Register for our secure email service to send any documents relating to new or ongoing cases. Always quote the mortgage application or account number in the subject line. This helps us to process your update as quickly as possible.
- Ensure all supporting documents are clear and easy to read/view. Also include any additional requirements set out by the underwriter if the case is referred.
- View our service standards on our website. We feature our most up-to-date DIP response times, call service levels and offer turnaround times.
- For re-mortgages only, where fees assisted legals are offered this means that your clients agree to use the Society's chosen Solicitors. Your clients cannot choose their own Solicitors.

This information is for use by FCA authorised intermediaries only and must not be distributed to potential borrowers.

Income Confirmation

Employed Applicants

- We need 3 months' payslips for income verification.
- We accept online payslips.

Self-employed Applicants

- Self-employed income can be verified using the last 3 years' Tax Calculations (SA302) with the supporting Tax Year overviews – we accept online versions.
- If self-employed as a Ltd company we would require either full accounts or accountants certificate taking the last three years' salary & dividends.
- The accountant's certificate needs to be fully completed by your client's Accountant. You can find a copy of the certificate on our website.
- You can find a list of suitable accountancy bodies in our lending criteria and at the bottom of the accountant's certificate.

Bank Statements

- Bank statements must cover a full 3 month period and be supplied for all applicants, including those not in work.
- Supplying them in date order will speed up checking.
- Bank statements should ideally cover the same period as payslips for employed applicants.
- We accept online bank statements that show the bank logo and the customer's details.

Additional Information

Existing Buy to Let Properties

- We accept an existing property form, which can be found on our website, where we will do the background work to establish if the property is self-funding.

Shared Ownership Properties

- Memorandum of sale (or our MOS substitute form) must be from the Housing Association and confirm the percentage share being purchased and the rent and service charges applicable.
- Monthly ground rent and service charges should be included in the affordability calculator.
- The Shared Ownership Lease must comply with the Society's Shared Ownership requirements, including a Mortgage Protection Clause and the housing association to allow the applicant to staircase to 100%.

Deposits

- We accept a family gifted deposit (spouse, parent, grandparent, sibling, child or grandchild) on Residential and BTL applications.
- On Residential and BTL, we will consider concessionary purchases from a close relative (spouse, parent, grandparent, sibling, child or grandchild) including where the property is being sold at a discount to the market value.
- We accept up to a 5% vendor gifted deposit. However, the Society expects a personal contribution from the buyer of at least 5%.

Submit a DIP

A Decision in Principle (DIP) will leave a footprint on your client's credit file, but you can be confident in a robust decision as long as the correct info has been provided.

A 'DIP refer' means more underwriting checks are being made, a short while later, usually the same day, you will receive the outcome via email, it is best not to submit a full application until this is received.

IMPORTANT REMINDER *Cases are only LIVE when the fees & minimum required documents have been submitted. Without the fee or any missing documents the case will not start the processing queue. *****

Convert to a full application

Once you have a positive DIP decision you can convert the case to a FULL APPLICATION. At this point the valuation fee is paid if needed (we offer free standard valuations on the majority of products and instruct valuations on submissions). Card details can be entered online, or you/your client can call 03458 480061 to pay the fee via phone.

Available on our website

Criteria guide - here you will find information covering from application to repayment.
Printable forms - forms from accounts certificates to gifted deposits.
Valuation fees/charges - The Society's fees in relation to obtaining a valuation.
Frequently asked questions - here we detail which applications can't be done online, how to reset your password and much more.

Get in touch

- Call our Telephone Business Development Team on: 03450 50 55 55.
- Find your Business Development Manager on the contact us section of our website.
- Mortgage Lending Department processing team: 03458 480061.

We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels (including colleague training).

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