



**Leeds Building Society**

# Memorandum of sale substitute

This form should be completed by the Housing Association.

Upload this form against the case requirement displayed within Mortgage Hub.

If returned via a mortgage broker or solicitor then the form must be certified.

Case ID	
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Property address	
Full name(s) of applicant(s)	
Full property value	
Selling percentage share	
Purchase price of share	

Rent payable		Monthly / Quarterly / Annually (Delete as applicable)
Service charge payable		Monthly / Quarterly / Annually (Delete as applicable)
Ground rent payable		Monthly / Quarterly / Annually (Delete as applicable)
Any other charges		Monthly / Quarterly / Annually (Delete as applicable)

Name of housing association	
Address of housing association	
Company stamp	
Name of person who completed the form	
Contact telephone number	
Mortgage broker's/Solicitor's certification (if applicable)	