

Progress Report for Self Build

It is a requirement of your mortgage conditions to keep the Society updated at least every three months on the progress of your project. Please fully complete the below form and return to mortgage.servicing@saffronbs.co.uk

Borrower name	
Account number	
Security address (including postcode)	
Brief description of project For example; Self-Build knock down & rebuild, renovation, barn conversion etc...	
Current stage of construction (<i>select the answer from the drop down</i>)	
Confirm to what extent the works have been completed since the previous progress report and/or drawdown.	
Have you drawn down any retention funds in the last 3 months? If not, please confirm why	
If your answer to the above question was no, please confirm when you do intend to draw down further funds from the retention, and the amount.	Estimated Date: Estimated Amount:

<p>Please confirm the amount to date expended on the various parts of the project</p>	<p>Land Purchase: (including professional fees)</p> <p>Construction: (including up to 2nd Fix)</p> <p>Fixtures: (bathroom, kitchen)</p> <p>Completion:</p> <p>Total:</p>
<p>Please confirm the remaining amounts to be expended on the project</p>	<p>Land Purchase: (including professional fees)</p> <p>Construction: (including up to 2nd Fix)</p> <p>Fixtures: (bathroom, kitchen)</p> <p>Completion:</p> <p>Total:</p>
<p>Please confirm the total liquid funds available to complete the build</p>	<p>Remaining Retention:</p> <p>Personal Savings:</p> <p>Gift:</p> <p>Other*</p> <p>Total:</p> <p><i>*Please provide full details of the source of funds.</i></p>
<p>If there is a shortfall in funds to complete the build, please confirm where the remaining funds will be acquired from</p>	

<p>When do you expect the build to be completed? (supported with building control and new build warranty sign off).*</p> <p><i>NB – The Society allows 2 years from the date of completion of the mortgage for the property to achieve final sign off.</i></p>	
<p>If the build will not be finished within the first 2 years of completion, please confirm the reasons for this and the expected completion date</p>	<p>Reason:</p> <p>Expected Completion Date:</p>
<p>Please confirm Building Control sign off has been obtained for the works completed to date</p>	
<p>Please confirm New Build Warranty sign off has been obtained for the works completed to date</p>	
<p>Please provide updated pictures of the project including internal & external images</p> <p><i>Please attach your images to the body of the email this form is sent on or you can send them on a separate email to mortgage.servicing@saffronbs.co.uk making reference to the account number.</i></p>	<p>Please confirm below if you have sent updated pictures via another attachment.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Please provide us with any further information you think is relevant to us about your Self-Build project</p>	

If you now require a further retention draw down please complete the attached Retention Release form and send it to **mortgage.servicing@saffronbs.co.uk** along with copies of the invoices.