

# Retention Release Request Form

To request additional retention funds this form must be fully completed and returned to **mortgage.servicing@saffronbs.co.uk** and supported with updated pictures of the project. Any forms incomplete or missing information will possibly result in a delay to you receiving the funds.

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>tick the answer that applies</i> )	
Retention Amount Requested:	
Total Number of Invoices Provided*	
Total Value of Invoices Provided*	
Confirm the invoice summary breakdown on the following page has been fully completed. This will cause delays to your retention release if incorrectly completed.	
Total value of works remaining to complete the build following release of this retention:	
Where insufficient funds are not available in the remaining retention amount, please confirm how you intend to bridge the funding shortfall.	

**\*Invoices under £500 are not required. Invoices should only be provided for works completed on constructing the shell, including foundations, wall plate, making wind & watertight, 1st & 2nd fix.**

## Invoice summary breakdown

Invoice Document Name	Works Completed (construction of shell, plumbing, electrical, insurances etc..)	Contractor Name	Invoice Total	Date Paid	Invoice Uploaded (Y/N)
Total			£		

I/we confirm all invoices listed above have been uploaded to the account and that there are no duplicate invoices from previous retention releases included.

Yes ☐ No ☐

Please confirm you have called us and paid the re-inspection fee

*If you haven't already paid it please call 0330 124 9057*

Yes ☐ No ☐

Signed

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Date \_\_\_\_\_

DD / MM / YYYY