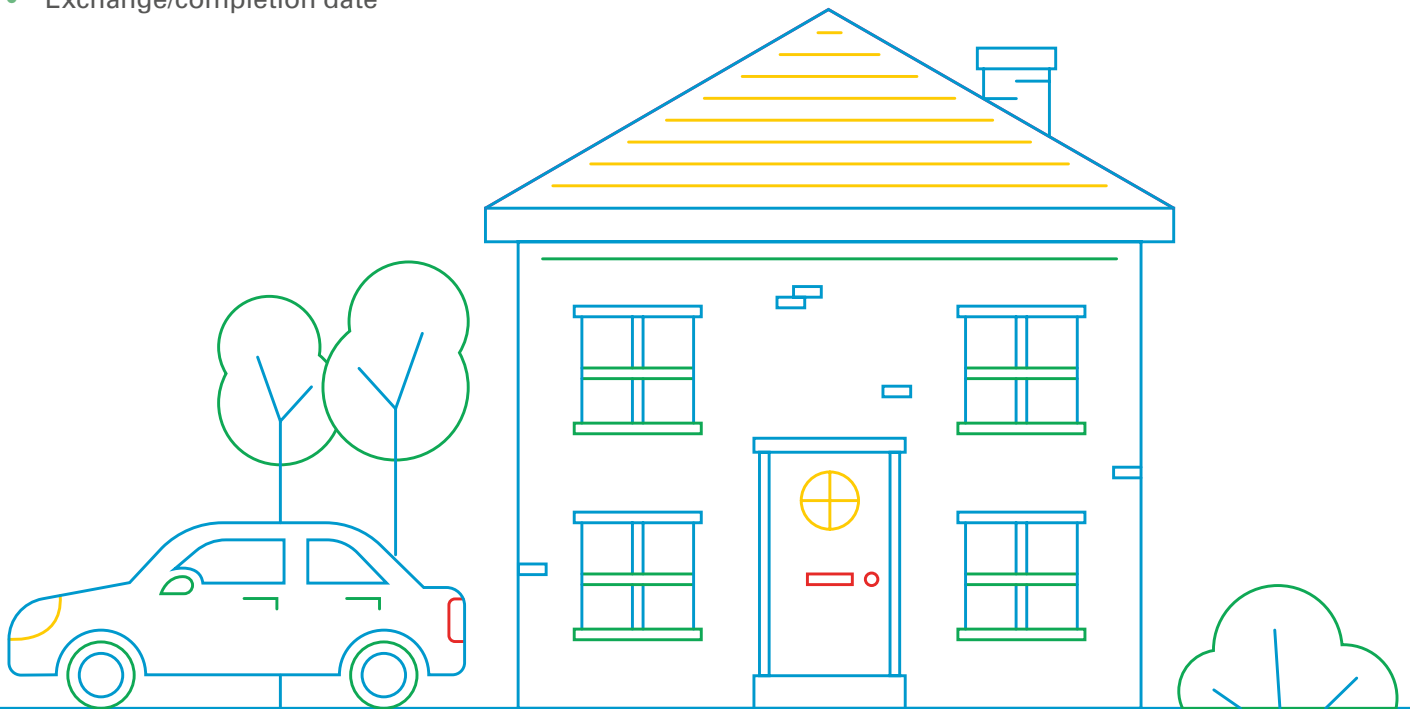


Guide to Claiming Your Procurement Fees

You will need to have the following details to hand:

- Your L&G agency number
- Date application submitted to Lender
- Lender
- Product type
- Applicant's name
- Full address of property to be mortgaged
- Property value
- Mortgage completion value
- Mortgage account number as shown on the mortgage offer
- Exchange/completion date



Step 1

- Complete the form details and select a lender from the dropdown list.
- Click 'Continue'.
- If you don't know your agency number, please call our Agency Enquiries Team on 0370 900 5010. They will ask you a few security questions, and e-mail the number to an e-mail account that has been listed on the FCA website. For security purposes, they cannot give this number out over the phone.

MORTGAGE CLUB
PROCURATION FEE CLAIM FORM.
Directly authorised advisers and appointed representatives of networks
Enter the required details below and click on the continue button
Mandatory fields are marked by *

AGENCY DETAILS
Legal & General agency number *

PRODUCT DETAILS
Date application submitted to lender (DD/MM/YYYY)*
Lender*
Product type*

CONTINUE

AGENCY DETAILS
Legal & General agency name *
Legal & General agency number *
Please confirm that L&G Mortgage Club is the selected payment route for this case by checking the Mortgage Offer Letter prior to claiming your proc fee

PRODUCT DETAILS
Date application submitted to lender (DD/MM/YYYY)*
Lender*
Product type*

MORTGAGE DETAILS
Client initials *
Client surname *
Mortgage postcode*
House number / name*

Step 2

- Your company name & agency number should appear automatically under the 'agency name' section.
- Ensure that you check the box under the proc fee section on the mortgage offer that Legal & General are mentioned as a payment route. If it is not, check with your lender before you claim.
- If you're not sure which product to select in the dropdown menu, please call our Agency Enquiries Team on 0370 9005010.

Step 3

- After using the 'Find Address' button, please select the correct address from the dropdown list.
- Select 'Show Address', to populate the fields.
- Once all the details are complete, please click the 'Submit' button.
- Please note: The email address required in this step is yours, not the customers.

PRODUCT DETAILS
Date application submitted to lender (DD/MM/YYYY)*
Lender*
Product type*

MORTGAGE DETAILS
Client initials *
Client surname *
Mortgage postcode*
House number / name*

FIND ADDRESS
Property value*
Mortgage completion amount*
Mortgage account number*
Please check Mortgage Offer Letter for Mortgage Account Number. Please note that the mortgage application number is not Mortgage Account Number. Incorrect account number will cause serious subsequent problems.
Email Address *
Exchange/Completion date (DD/MM/YYYY)*

When you click submit you will be issued with a claim reference number. Please make a note of this as it may be needed in the future.

* Should circumstances change, once a claim has been made and completion delayed, please email agency.enquiries@landg.com immediately so we can update our records.

