

Porting Application Guide



For intermediary use only

This guide will assist you with keying a Porting application on NFI Online and producing an Illustration.

Note: The following Porting Application Types cannot be completed on NFI Online and should follow the [Paper Exception](#) process:

Porting:

- a 25-year fixed rate
- an account with a future dated Product Transfer
- if the mortgage term takes the applicant past 75 years old (like for like applications only)
- of 5 or more accounts with no additional borrowing
- of 4 or more accounts with further borrowing
- an account where the current mortgaged property is being let out
- of 3 or more applicants (like for like applications only)

Create Case

Account Number	Outstanding Balance	Product Description	ERC Amount	Portable
61623059077	£85,042.24	6.14% 10 Year Fixed Rate	£2,559.74	Yes
61623060078	£5,688.51	Base Mortgage Rate	£0.00	Yes

After completing the first couple of pages and having successfully searched for the existing customer the **'Account Summary'** page will display their existing account information.

- 1 It is important to make note of the **'Outstanding Balances'** for each **'loan part'** you wish to port. You'll need these figures to determine your total loan amount.

If you are keying a **'like for like'** porting case, round up the pence of the **'Outstanding Balances'** to the nearest £1. The total loan amount can't include pence.

Click **'Continue'** to proceed and either add a second applicant or create the application.

Illustration

The 'Applicant type' will default to 'Existing Nationwide Borrower' where applicable.

- 1 Key the total loan required in the 'Loan Amount' field. This figure must include all 'loan parts' you wish to port and any 'further borrowing' amount. Please note, the minimum that can be taken as further borrowing is £5,000.

Remember: The total loan amount cannot include pence. When porting 'like for like' please round the pence of each loan part up to the nearest pound when calculating the total loan.

- 2 Key the overall 'Mortgage term' here. If there's further borrowing then this will be the term for the 'further borrowing'. A ported account can either retain its existing term or be aligned to the overall 'Mortgage Term' set here. Individual terms for each loan part are defined later.

The 'Porting Loan Selection' page will allow you to review and adjust your porting requirements.

- 1 The 'Mortgage Loan Requirements' will confirm the 'loan amount' and the 'requested term' on the application.
- 2 The 'Loan amount to be satisfied' will track how much of the loan you have accounted for. Each time you confirm a loan part will be ported, this amount will reduce. Any remainder can be taken as 'further borrowing'. The minimum that can be taken as further borrowing is £5,000. If you're left with a 'Loan amount to be satisfied' of less than £5,000 you will need to amend the loan amount in the 'Loan Requirements' screen of the 'DIP'.
- 3 Before you can proceed further, you'll need to confirm the terms on all the loan parts. If all loans are to have the same mortgage term, then ensure you click the option on each loan part and confirm if you wish to change the term to the 'requested term'. Please do this even if there is only one part (being the ported part with no further borrowing).

Remember: At least one loan part must have the same term as the 'requested term'.

Porting Loan Selection

Mortgage Loan Requirements

You have requested a loan amount of £150,000.00.
You have requested a term of 25 years and 0 months.
Loan amount to be satisfied £106,156.40.

Product description	Interest rate	Balance to port	Revert rate	Ported
Standard Mortgage	4.24%	£43,843.00	N/A	Yes

Your Portable Mortgage Products

Repayment type: **1**

Existing balance:

Existing loan term: years months

Product expiry date:

Is this account being ported? Yes No

How much of the existing balance is being ported? **2**

Do you wish to amend the term to the term requested on Loan Requirements? Yes No

New loan term: years months

Rate	Product description	Interest rate	Balance to port	Revert rate	Ported
6.14% 10 Year Fixed	Standard Mortgage	6.14%	£0.00	2.75%	No

Repayment type:

Existing balance:

Existing loan term: years months

Product expiry date:

Is this account being ported? Yes No

Buttons: Cancel, Backward, Continue

1 Once you've confirmed all the terms, return to the first loan part to review its setup.

The **'Repayment type'** can be amended from **'interest only'** or **'part and part'** to **'repayment'** but not vice versa. If you're taking **'further borrowing'**, that loan part can only be repayment.

2 The **'Balance you wish to port'** section allows you to amend the porting amount for this loan part.

Once all loan parts have been reviewed, click **'Continue'** to proceed.

Remember: You can't increase a porting balance, unless you are keying a **'like for like'** porting case which should be rounded up to the nearest £1.

If the existing loan term is **less** than the minimum affordable term (provided at DIP), NFI Online will adjust the new loan term to match the requested term you keyed on the loan requirements screen. You won't be given the option to change this.

DIP

Loan Requirements

Need guidance on keying Loan Requirements? [Click here](#)

Loan Requirements

Will any applicant own any other mortgaged properties on completion of this mortgage?

Does the applicant currently own a property that is mortgage free? Yes No

Applicant type:

Existing Nationwide Borrower: An applicant who has a mortgage with Nationwide or has had one in the last 12 months.

Property ownership type:

Is the property to be used for residential purposes? Yes No

Does this application relate to a special scheme? **1**

Loan amount:

Purchase price:

LTV:

The lower the LTV the greater the product choice that may be available. Please ensure you refer to our latest product information as further LTV restrictions and maximum loan amounts apply to specific products.

Mortgage term: years months **2**

Buttons: Cancel, Continue

The **'Applicant type'** will default to **'Existing Nationwide Borrower'** where applicable.

1 Key the total loan required in the **'Loan Amount'** field. This figure must include all **'loan parts'** you wish to port and any **'further borrowing'** amount. Please note, the minimum that can be taken as further borrowing is £5,000.

Remember: The total loan amount cannot include pence. When porting **'like for like'** please round the pence of each loan part up to the nearest pound when calculating the total loan.

2 Key the overall **'Mortgage term'** here. If there's further borrowing then this will be the term for the **'further borrowing'**. A ported account can either retain its existing term or be aligned to the overall **'Mortgage Term'** set here. Individual terms for each loan part are defined later.

Key the remainder of the **'DIP'** like a normal purchase.

Existing Mortgage Details

1 Would the applicant(s) like to port any of these mortgage accounts?

Account number	Outstanding balance	Monthly payment
60613559040	£43,843.60	£151.33
61275326068	£24,207.48	£238.50

2

Other Existing Mortgage(s)

Does any applicant have any other existing mortgages? Yes No

1 On the 'Existing Mortgage Details' page of the DIP, if any part of the mortgage is to be ported, then answer 'Yes' to the question 'Would the applicant(s) like to port any of these mortgage accounts?'

This will be locked to 'No' if you have selected interest only (new borrowing) as the scheme type on the loan requirements page (as you are unable to port any existing accounts if taking new borrowing on an interest only basis). If you would like to port an existing mortgage(s) and take the further borrowing on a capital and interest (repayment) basis, you will need to revisit the loan requirements screen and deselect 'interest only (new borrowing)'.

2 The mortgage accounts are listed with more details available by clicking the icon.

Complete the 'DIP' and continue onto the 'Reserve Product' section.

Note: The DIP decision will give you a **minimum affordable term**. If any parts of the loan(s) being ported are unaffordable over their current term, NFI Online will amend this to the minimum affordable term.

Reserve Product

Porting Loan Selection

Your Portable Mortgage Products

Product description	Interest rate	Balance to port	Revert rate	Ported
Base Mortgage Rate	2.75%	£37,056.67	N/A	Yes

1

Is this account being ported? Yes

How much of the existing balance is being ported? £37,056.67

New loan term: 25 years 0 months

Compare

The 'Porting Loan Selection' page displays again in the Reserve Product module, it provides you with the opportunity to review and adjust your porting requirements, should you wish to make any amendments to your selections in the Illustration module.

Nationwide NFI Online Secure log on: Austin Ebdill Help and support

Building Society

Applicant(s): Miss L. Koala Case ID: M650123554 My Home Case Home Case Update Save and Exit Log out

Product Selection

Eligible Products List

Product Code	Product Description	APRC	Initial Interest Rate	Booking Fee	Product Fee	Monthly Payment
991337	10 Year Fixed Rate	4.1%	3.99%	£0.00	£0.00	£482.31
991001	10 Year Fixed Rate	4.2%	3.89%	£0.00	£999.00	£477.78
991280	5 Year Fixed Rate	3.7%	2.84%	£0.00	£0.00	£431.64
991209	3 Year Fixed Rate	3.9%	2.69%	£0.00	£0.00	£425.27
990953	5 Year Fixed Rate	3.7%	2.64%	£0.00	£999.00	£423.16
991402	2 Year Base Rate Tracker	4.0%	2.54%	£0.00	£0.00	£418.96
990891	3 Year Fixed Rate	3.9%	2.39%	£0.00	£999.00	£412.70
991138	2 Year Fixed Rate	3.9%	2.29%	£0.00	£0.00	£408.56
991060	2 Year Base Rate Tracker	4.0%	2.14%	£0.00	£999.00	£402.39
990829	2 Year Fixed Rate	4.0%	1.89%	£0.00	£999.00	£392.25

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Cancel Backward Get Decision

The 'Product Selection' page will allow you to choose a new product for the 'further borrowing' where the amount being ported doesn't cover the full loan amount requested, if applicable.

In the following pages you may produce a Porting Illustration based on your setup. This is the last of the porting screens in the application.

The remainder of the application is keyed as a standard purchase.