

# Keying applications using Forces Help to Buy



## For intermediary use only

This guide aims to support you in processing an application where the client is benefitting from the Forces Help to Buy (FHTB) scheme; it's not an exhaustive lending criteria guide. Clients, who have been approved for a FHTB loan, will have been issued with a Personal Information Note (PIN) that contains scheme information, including repayment figures. Please note that FHTB isn't a part of the Government's wider Help to Buy initiative.

### Things to consider:

- FHTB can be used in conjunction with Help to Buy Equity share scheme and all Shared Ownership. However, the FHTB loan doesn't count towards the minimum deposit requirements
- In addition, FHTB can't be used in conjunction with Genuine Bargain Price, Right to Buy or Restricted Resale Price
- Under MOD scheme rules, a maximum of two FHTB loans can be used per application
- The entire FHTB loan doesn't have to be used as the deposit. It can be used to assist towards moving costs, however the monthly repayment captured must be taken from the PIN document and include the monthly repayment for the entire FHTB loan including the mandatory insurance cost.

The following steps take you through how to complete a FHTB purchase application for newly approved FHTB loans.

- 1 Launch NFI Online and navigate to the 'Loan Requirements' screen. Select the relevant 'Property ownership type'.
- 2 Select 'None' to 'Does this application relate to special scheme?' question. Enter the amount being borrowed from Nationwide, excluding the FHTB loan amount, in the 'Loan amount' box.

**Note:** If your client is applying under the Help to Buy equity loan scheme, this should be selected appropriately, but there is no scheme type required for FHTB.

- 1 Within the 'Deposit Details' screen, select 'LSAP' for 'What is the source of your deposit?'
- 2 In 'How much is from this source?', input the FHTB deposit amount.

Enter the monthly repayment as shown on the PIN document in answer to the question, 'What will be your monthly repayment?'

**Note:** Ensure any other additional deposit types are captured.

- 1 The monthly outgoing you entered earlier on the 'Deposit Details' screen for the FHTB loan will automatically show in the 'Loan for deposit monies' box.

## Remortgage or subsequent home mover applications where FHTB has been previously obtained:

The screenshot shows the 'Outgoings' section of the NFI Online application. The left-hand navigation menu includes: Illustration, DIP, Loan Requirements, Deposit Details, Applicant Details, Address Details, Employment Income, Other Income, Outgoings (highlighted), Credit History, and Decision In Principle. Below this are Reserve Product, FNA, Rate Switch, and Final Steps. The main content area is titled 'Outgoings' and contains three sections: 'Outstanding Credit Card Balances' with a text input field for 'Total outstanding credit card balance'; 'Other Outgoings' with a question 'Do you have any other regular outgoings, other than basic living expenses, that you have not already provided and that you would not like to give up, in order to pay your mortgage payments?' and a text input field containing '£245.00'; and 'Increase in Outgoings' with a question 'Do you know of any increases to your outgoings during the term of the mortgage?' and radio buttons for 'Yes' and 'No' (selected). A red circle with the number '1' is placed over the 'Other Outgoings' question. At the bottom of the page are 'Cancel', 'Backward', and 'Continue' buttons, along with version and page information.

Launch NFI Online and complete the application as normal until you reach the 'Outgoings' screen.

- 1 Ensure the Loan Repayment figure and the monthly repayment amount relating to the mandatory insurance is captured within the question 'Do you have any other regular outgoings...'

This figure will be detailed on your clients' payslip.

Then, continue to progress the application as normal.

## Remortgage applications where new FHTB lending is being obtained as part of the application:

This screenshot is identical to the one above, showing the 'Outgoings' section of the NFI Online application. The 'Other Outgoings' question and the 'Increase in Outgoings' question are both present. A red circle with the number '1' is placed over the 'Other Outgoings' question. The 'Continue' button at the bottom right is highlighted in green.

Launch NFI Online and complete the application as normal until you reach the 'Outgoings' section.

- 1 Ensure the Loan Repayment figure and the monthly repayment amount relating to the mandatory insurance is captured within the question 'Do you have any other regular outgoings...'

This figure will be detailed on your clients' PIN document.

Then, continue to progress the application as normal.