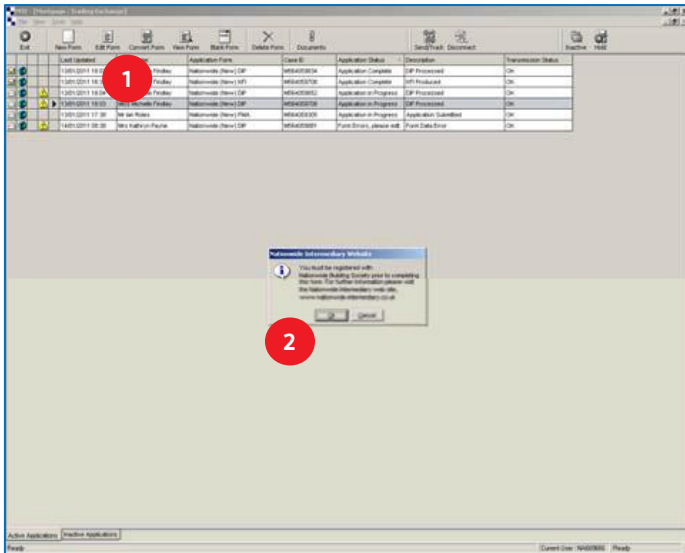


# DIP Re-processing Guide



Building Society

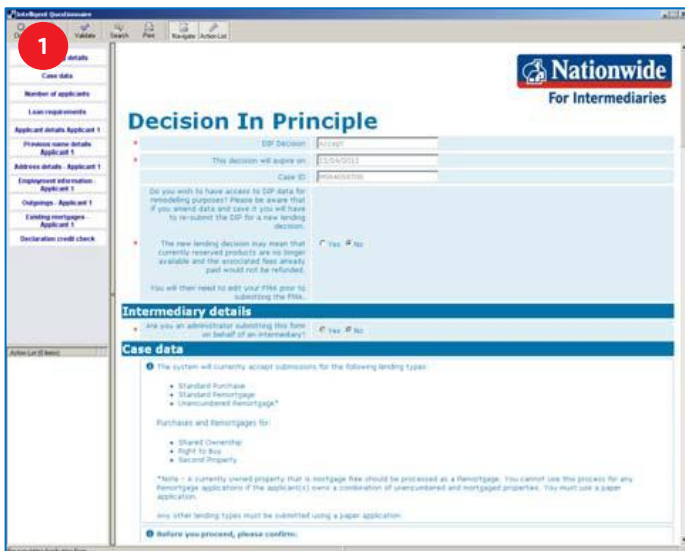


1 Once you have obtained a DIP decision, if you have an 'Accept', or on some 'Decline' decisions, MTE will allow you to 'Change Data' with the ability to re-process and generate a new DIP decision. This is only allowed prior to submission of the Full Mortgage Application FMA).

Select the DIP form you wish to re-process.

Click 'Edit Form' on the top menu bar.

2 Then click 'Ok'.



1 You'll be asked to confirm that you wish to unlock the form to edit the information.

Select 'Yes'.

The data will then be unlocked and available for you to amend.

**Note:** To ensure you don't create a new footprint on the applicant's credit record, you won't be able to change:

- The submission channel
- Applicant's name(s)
- Applicant's address details
- Applicant's date of birth

If any of these need amending, you'll need to start a new case.

**2** **1**

**Validate**

**Existing mortgages - Paul Fraser**

Have you ever been declared bankrupt or entered into a voluntary arrangement with a creditor?  Yes  No

Have you ever had a county court judgment against you?  Yes  No

Have you ever had a property repossessed?  Yes  No

**Existing mortgages - Paul Fraser**

You have advised us of a mortgage for £50,000. Please enter the details of this and any other mortgages held.

How many existing mortgages do you have?

**Existing mortgage - 1**

Existing lender name:

Which applicant is party to the mortgage?

Existing mortgage account number, if available:

Current outstanding balance:

Balance that will be continuing:

The original Decision in Principle created a folio against the applicant's credit record. Changing data to obtain an updated decision will not add a further folio against the original Decision in Principle register. Do you wish to continue?  Yes  No

**What to do next...**

Thank you for your application.

You are now ready to validate the form, save and close, then Send and Track to obtain a Decision & Case ID.

Please note, in order to complete the Nationwide Full Mortgage application you must submit the Decision in Principle and receive a Decision and Lender Case ID.

You should then use the Decision in Principle as a basis to create the Full application by following the simple steps below:

- Select New Form
- Click the "Report details from Existing Form"
- Select the relevant DIP submission Form the list then click OK
- Highlight the Nationwide Full Mortgage Application Form, then click OK

The Nationwide FMs will now open, pre-populated with the details from the DIP

version 6.00

1 Once you've completed all the changes required, click 'Validate'.

2 Then click 'Save' and then 'Close'.

The form is then ready to 'Send & Track' as normal to generate the new DIP decision.