Let to Buy – Simultaneous Purchase Process Guide

This guide includes:

- Guide purpose
- Supporting criteria
- Steps to follow

Purpose:

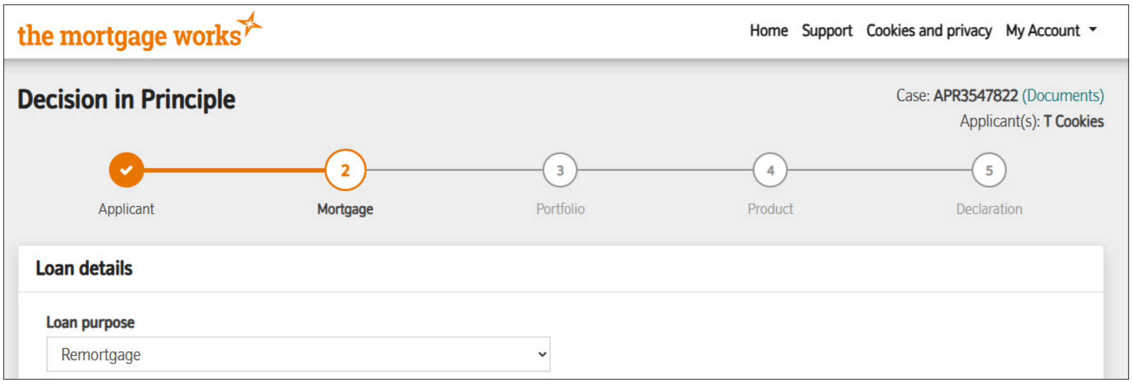
This guide is for customers who wish to Let to Buy by remortgaging their current property with The Mortgage Works and taking a residential purchase with Nationwide. As the customer will own two (or more) properties on completion, the Nationwide application will be classified as a second property and will be eligible for porting, existing customer moving home or home purchase rates. For best practice please postpone submitting a Nationwide For Intermediaries Decision in Principle (DIP) until the The Mortgage Works application has been processed.

Stage 1 –The Mortgage Works – Let to Buy:

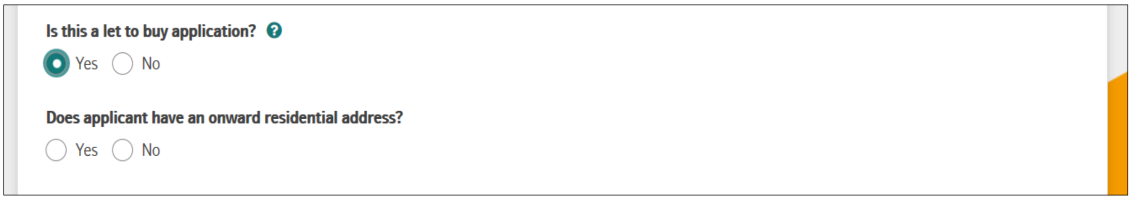
- Classified as a first time or experienced landlord applicant who is remortgaging their existing residential property as a Buy to Let
- There is no maximum age at application for experienced landlords applying for up to 65% LTV. For applications above 65% LTV and for all first time landlords, the maximum age at application is 70
- Maximum LTV 80%
- Maximum loan size £500,000 (unless otherwise stated)
- The applicant(s) must have owned their residential property for at least six months (with or without a mortgage) at the time of application
- The applicant must vacate the security address upon completion (new correspondence address should be provided)
- Further criteria applies; please refer to our **website** for more information.

TMW Online Processing Steps

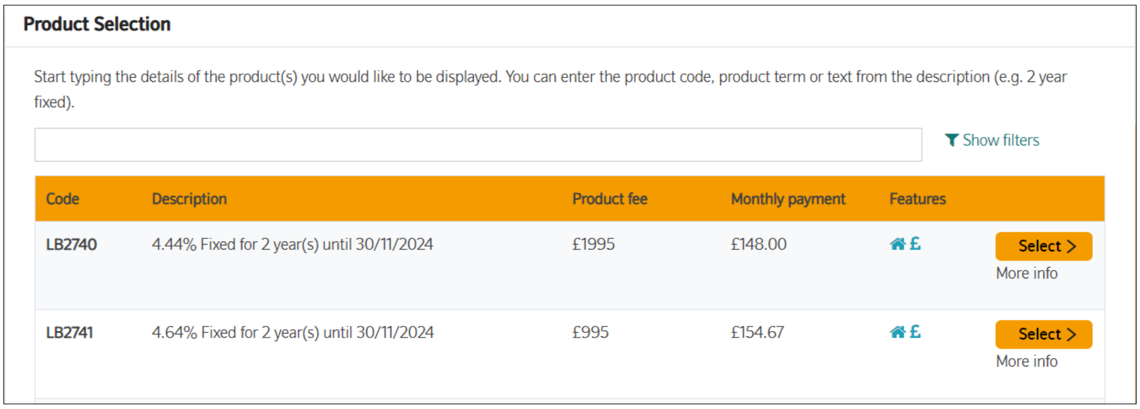
1. From TMW Online 'Home' create a new case. In the DIP screens select Remortgage as the loan purpose.



2. Select **Yes** to the question, 'Is this a let to buy application?'.



3. Continue to Product Selection, The Mortgage Works will present you with the selection of available products (Let to Buy Product codes are prefixed with LB)

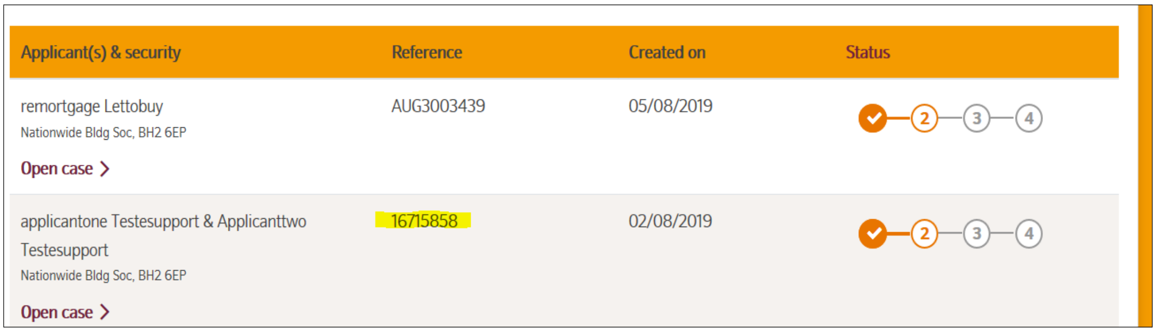


Code	Description	Product fee	Monthly payment	Features	
LB2740	4.44% Fixed for 2 year(s) until 30/11/2024	£1995	£148.00	£	Select More info
LB2741	4.64% Fixed for 2 year(s) until 30/11/2024	£995	£154.67	£	Select More info

4. Proceed to get DIP decision

5. Continue to complete the Let to Buy application and submit to The Mortgage Works for processing.

6. **Make a note of your application number from your case list**. You will need this when completing the new residential purchase on NFI Online.



Applicant(s) & security	Reference	Created on	Status
remortgage Lettobuy Nationwide Bldg Soc, BH2 6EP Open case	AUG3003439	05/08/2019	2 3 4
applicantone Testesupport & Applicanttwo Testesupport Nationwide Bldg Soc, BH2 6EP Open case	16715858	02/08/2019	2 3 4

Stage 2 - New Residential Purchase Nationwide For Intermediaries

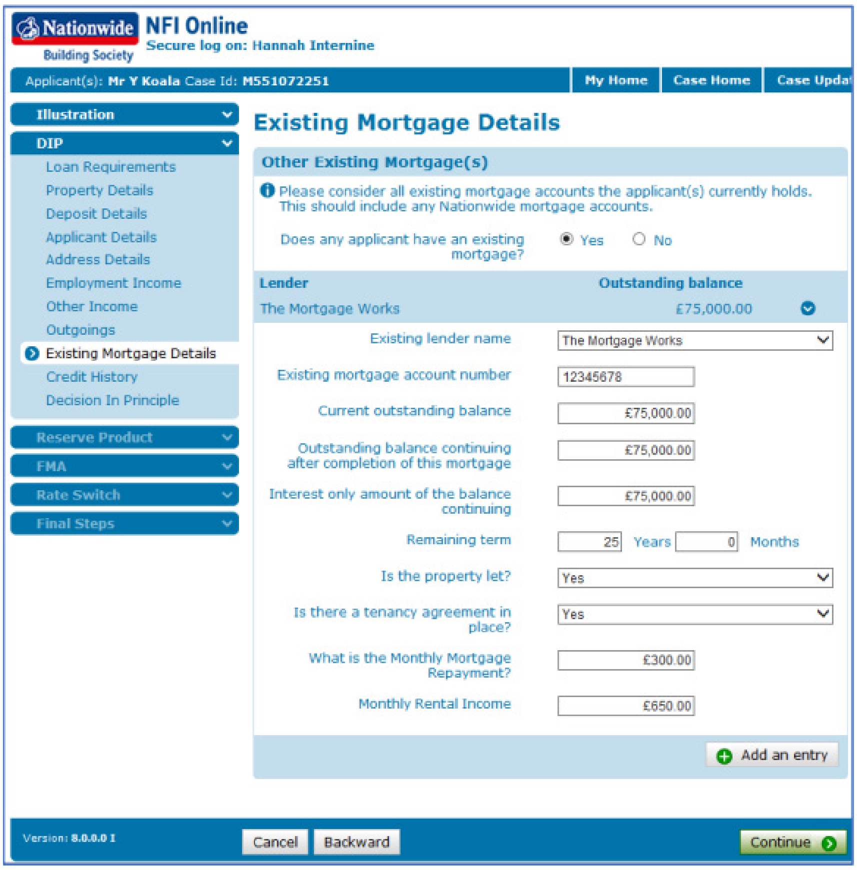
Nationwide will consider lending for a new main residence where the applicant wishes to let their existing property rather than sell it. The affordability figure needs to cover all mortgages that will be outstanding at the time of completion.

Purchase applications for these clients should be keyed as a Second Property even if the property being purchased will be your client's main residence.

Where your client will own more than one property on completion of their new loan with Nationwide, the maximum LTV is 85%. For information about products please see our products, loan size and maximum LTV criteria.

NFI Online Processing Steps:

1. Create a Decision in Principle application via NFI Online (this can be created at any time while the The Mortgage Works application is being processed) and select the application type as 'New purchase'.
2. Select 'Yes' to 'Does the applicant currently hold a Nationwide mortgage?', if you are an existing Nationwide mortgage account holder.
3. On the Loan Requirements screen, select 'Yes' to 'Will any applicant own any other mortgaged properties on completion of this mortgage?'
4. Once on Existing Mortgage Details screen, key:
   - Existing lender as The Mortgage Works
   - Existing account number as the Let to Buy application number (not the alpha numeric DIP reference)
   - The current outstanding mortgage balance, this will be the loan amount of the Let to Buy application and
   - The full balance as continuing.
   - Confirm the property is let; a tenancy agreement is in place, the monthly mortgage repayment and the anticipated rental income.
5. Continue to obtain an accepted DIP via NFI Online, save and exit the application.



6. When the The Mortgage Works Let to Buy application has been approved, and the mortgage offer received, continue to complete the full mortgage application in NFI Online
7. Once you've submitted the application on NFI Online, please upload a Word document detailing your The Mortgage Works case reference so that we can confirm details of your offer