

# Let to Buy – Simultaneous Purchase Process Guide

FOR INTERMEDIARY USE ONLY



Building Society

the mortgage works 

## This guide includes:

- Guide purpose
- Supporting criteria
- Steps to follow

## Purpose:

This guide is for customers who wish to Let to Buy (LTB) by remortgaging their current property with The Mortgage Works (TMW) and taking a residential purchase with Nationwide. As the customer will own two (or more) properties on completion, the Nationwide (NFI) 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 NFI DIP until the TMW application has been processed.

## Stage 1 – TMW – 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.

Decision in Principle

Case: NOV7000600 (Documents)  
Applicant(s): L test

1 Applicant 2 Mortgage 3 Portfolio 4 Product 5 Declaration

Loan details

Loan purpose  
Remortgage

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

Is this a let to buy application?

Yes  No

Does applicant have an onward residential address?

Yes  No

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

Product Selection

Start typing the details of the product(s) you would like to be displayed. You can enter the product code, product term or text from the description (e.g. 2 year fixed).

Show filters

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

Select > More info

Select > More info

4. Proceed to get DIP decision
5. Continue to complete the Let to Buy application and submit to TMW 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	AUG3003439	05/08/2019	
applicantone Testesupport & Applicanttwo Testesupport Nationwide Bldg Soc, BH2 6EP	16715858	02/08/2019	

Open case >

Open case >

## Stage 2 - New Residential Purchase NFI

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 TMW application is being processed) and select the application type as 'New purchase'.
2. Select 'Yes' to 'Does the applicant currently hold a Nationwide mortgage?'.
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 LTB 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.

**Nationwide NFI Online**  
Building Society Secure log on: Hannah Internine

Applicant(s): Mr Y Koala Case Id: M551072251 My Home Case Home Case Update

**Existing Mortgage Details**

**Other Existing Mortgage(s)**

Please consider all existing mortgage accounts the applicant(s) currently holds. This should include any Nationwide mortgage accounts.

Does any applicant have an existing mortgage?  Yes  No

Lender	Outstanding balance
The Mortgage Works	£75,000.00

Existing lender name: The Mortgage Works

Existing mortgage account number: 12345678

Current outstanding balance: £75,000.00

Outstanding balance continuing after completion of this mortgage: £75,000.00

Interest only amount of the balance continuing: £75,000.00

Remaining term: 25 Years 0 Months

Is the property let? Yes

Is there a tenancy agreement in place? Yes

What is the Monthly Mortgage Repayment? £300.00

Monthly Rental Income: £650.00

+ Add an entry

Version: 8.0.0.0.1 Cancel Backward Continue

- Continue to obtain an accepted DIP via NFI Online, save and exit the application.
- When the TMW Let to Buy application has been approved, and the mortgage offer received, continue to complete the full mortgage application in NFI Online
- Once you've submitted the application on NFI Online, please upload a Word document detailing your TMW case reference so that we can confirm details of your offer

**Nationwide NFI Online**  
Building Society Secure log on: Tay Singh [Help and support](#)

Applicant(s): Mr S Koala & Mrs C Koala Case Id: M650356423 [My Home](#) [Case Home](#) [Case Update](#) [Save and Exit](#) [Log out](#)

**Declaration**

**Declarations**

Please confirm that each applicant has been given a copy of the declaration and agrees to the terms & conditions

Sean Koala

Claire Koala

Please confirm that you (as the intermediary) have read the declaration and agree to the terms & conditions

[Print declaration](#)

Version: 8.0.0.0 I [Backward](#) [Submit application](#) [Page Id: F13143](#)