Porting application guide

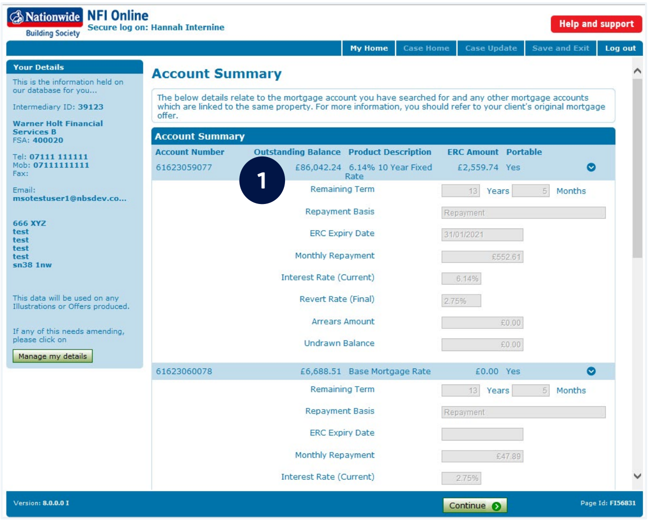
This guide will assist you with keying a porting application on NFI Online and producing an illustration.

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



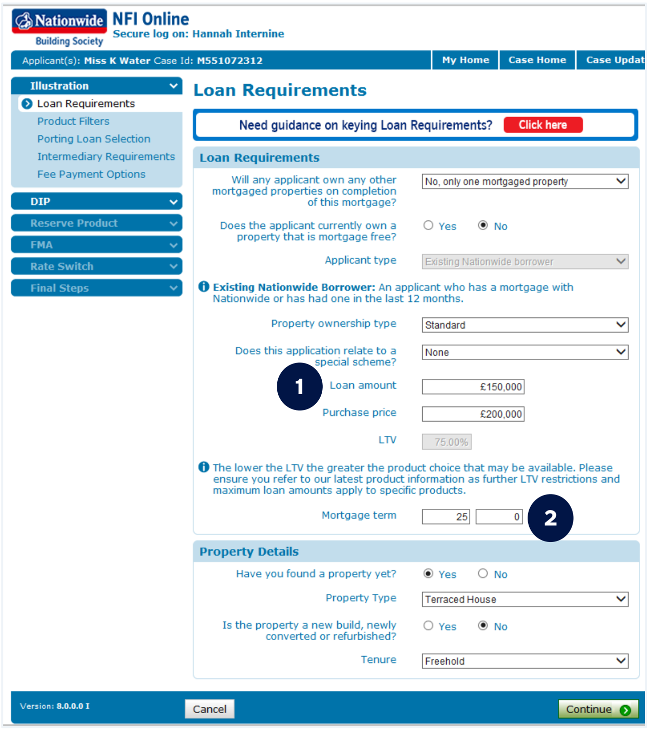
1 After completing the first couple of pages and having successfully searched for the existing customer the 'Account Summary' page will display their existing account information.

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 down 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

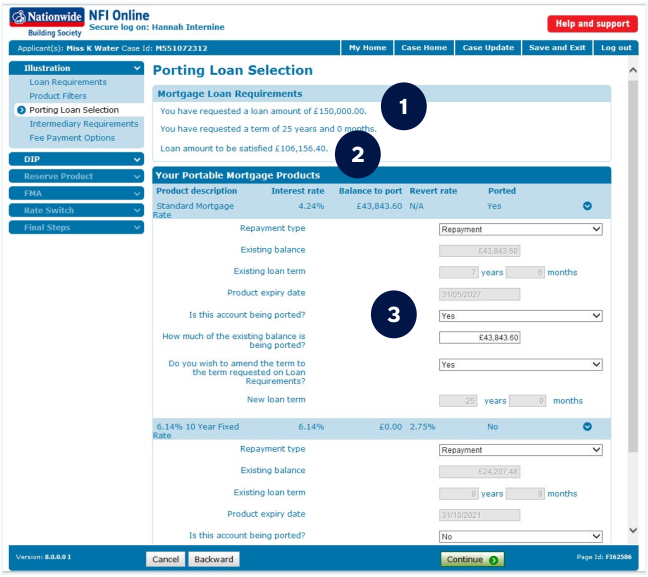


1 The 'Applicant type' will default to 'Existing Nationwide Borrower' where applicable.

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 down 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.



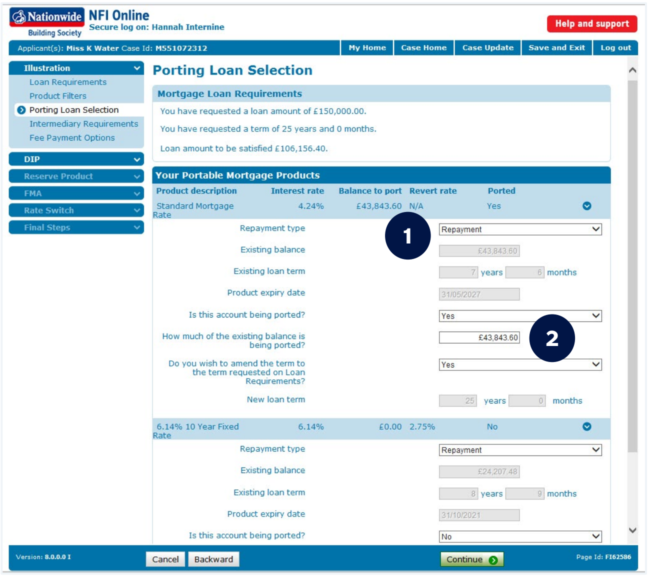
1 The 'Porting Loan Selection' page will allow you to review and adjust your porting requirements.

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'.



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

   The 'Repayment type' can be amended where 'Part and Part 'has been selected in 'Loan Requirements'. Where 'Repayment' or 'Interest Only' has been chosen these fields will be locked.

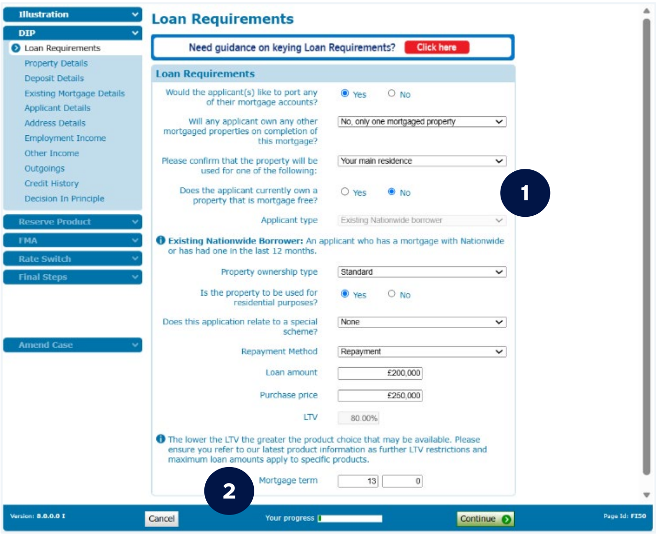
2. The 'Balance you wish to port' section allows you to amend the porting amount for this loan part.

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

   Remember: You can't increase a porting balance, if you are keying a 'like for like' porting case, this should be rounded down 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



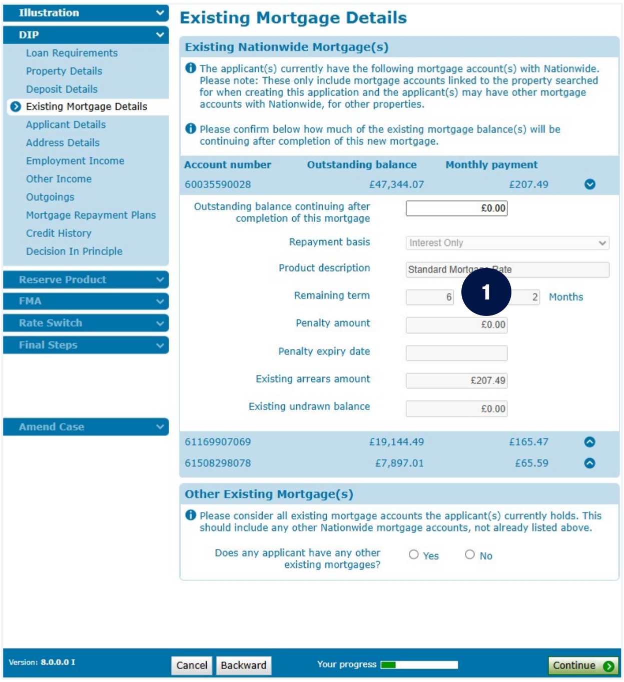
1. The 'Applicant type' will default to 'Existing Nationwide Borrower' where applicable.

   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 down 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.

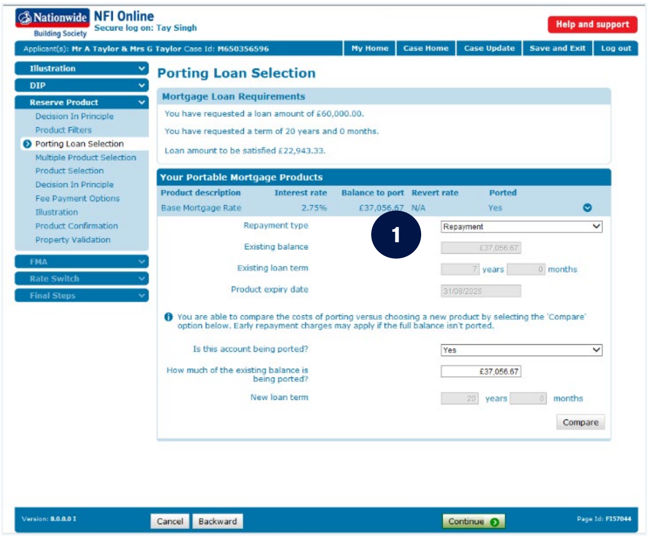


1 The mortgage accounts are listed with more details available by clicking the icon.

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



1 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.

Where 'Repayment' or 'Interest Only' is selected in 'Loan Requirements' the 'Repayment type' field will be locked. Where 'Part and Part' is selected, you will be able to amend this field.

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.