

# Porting Application Guide



## For intermediary use only

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
- 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

**NFI Online**  
Building Society

Secure log on: Hannah Intermine

Help and support

My Home Case Home Case Update Save and Exit Log out

**Your Details**  
This is the information held on our database for you...  
Intermediary ID: 39123  
Warner Holt Financial Services B  
PSA: 400920  
Tel: 07111 111111  
Mob: 071111111111  
Fax:  
Email: msotestuser1@nbsdev.co...  
666 XYZ  
test  
test  
test  
en38 1nw  
This data will be used on any illustrations or offers produced.  
If any of this needs amending, please click on:  
[Manage my details](#)

**Account Summary**  
The below details relate to the mortgage account you have searched for and any other mortgage accounts which are linked to the same property. For more information, you should refer to your client's original mortgage offer.

Account Number	Outstanding Balance	Product Description	ERC Amount	Portable
61623059077	£86,042.24	6.14% 10 Year Fixed Rate	£2,359.74	Yes
<b>1</b> Remaining Term: 13 Years 5 Months Repayment Basis: Repayment ERC Expiry Date: 31/01/2021 Monthly Repayment: £502.61 Interest Rate (Current): 6.14% Revert Rate (Final): 2.75% Arrears Amount: £0.00 Undrawn Balance: £0.00				
61623060078	£6,688.51	Base Mortgage Rate	£0.00	Yes
Remaining Term: 13 Years 5 Months Repayment Basis: Repayment ERC Expiry Date: Monthly Repayment: £47.89 Interest Rate (Current): 2.75%				

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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.

- 1 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 up 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

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


- 1 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 up 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.

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

- 1 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'.

**NFI Online**  
Building Society Secure log on: Hannah Internline

Applicant(s): Miss K Water Case Id: M551072312

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**Illustration**  
Loan Requirements  
Product Filters  
Porting Loan Selection  
Intermediary Requirements  
Fee Payment Options

**DIP**  
Reserve Product  
FMA  
Rate Switch  
Final Steps

**Porting Loan Selection**

**Mortgage Loan Requirements**  
You have requested a loan amount of £150,000.00.  
You have requested a term of 25 years and 0 months.  
Loan amount to be satisfied £106,156.40.

**Your Portable Mortgage Products**

Product description	Interest rate	Balance to port	Revert rate	Ported
Standard Mortgage Rate	4.24%	£43,843.60	N/A	Yes

Repayment type: **1** (Repayment)

Existing balance: £43,843.60

Existing loan term: 25 years 0 months

Product expiry date: 31/05/2027

Is this account being ported? Yes **2**

How much of the existing balance is being ported? £43,843.60

Do you wish to amend the term to the term requested on Loan Requirements? Yes

New loan term: 25 years 0 months

6.14% 10 Year Fixed Rate 6.14% £0.00 2.75% No

Repayment type: (Repayment)

Existing balance: £24,207.46

Existing loan term: 25 years 0 months

Product expiry date: 31/05/2027

Is this account being ported? No

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

The **'Repayment type'** can be amended from **'interest only'** or **'part and part'** to **'repayment'** but not vice versa. If you're taking **'further borrowing'**, that loan part can only be repayment.

- 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, unless you are keying a **'like for like'** porting case which should be rounded up 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

**NFI Online**  
Building Society Secure log on: Hannah Internline

Applicant(s): Miss K Water Case Id: M551072312

My Home Case Home Case Update

**Illustration**  
DIP  
Loan Requirements  
Property Details  
Deposit Details  
Applicant Details  
Address Details  
Employment Income  
Other Income  
Outgoings  
Existing Mortgage Details  
Credit History  
Decision In Principle

**Reserve Product**  
**FMA**  
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**Loan Requirements**

Need guidance on keying Loan Requirements? [Click here](#)

**Loan Requirements**

Will any applicant own any other mortgaged properties on completion of this mortgage? No, only one mortgaged property

Does the applicant currently own a property that is mortgage free? ☐ Yes ☒ No

Applicant type: Existing Nationwide borrower

**Existing Nationwide Borrower:** An applicant who has a mortgage with Nationwide or has had one in the last 12 months.

Property ownership type: Standard

Is the property to be used for residential purposes? ☒ Yes ☐ No

Does this application relate to a special scheme? None **1**

Loan amount: £150,000

Purchase price: £200,000

LTV: 75.00%

**2** Mortgage term: 25 0

The lower the LTV the greater the product choice that may be available. Please ensure you refer to our latest product information as further LTV restrictions and maximum loan amounts apply to specific products.

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

- 1 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 up 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.

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

Applicant(s): Miss K Water Case Id: M551072312

My Home Case Home Case Update

Illustration  
DIP  
Loan Requirements  
Property Details  
Deposit Details  
Applicant Details  
Address Details  
Employment Income  
Other Income  
Outgoings  
Existing Mortgage Details  
Credit History  
Decision In Principle  
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### Existing Mortgage Details

**Existing Nationwide Mortgage(s)**

The applicant(s) currently have the following mortgage account(s) with Nationwide. Please note: These only include mortgage accounts linked to the property searched for when creating this application and the applicant(s) may have other mortgage accounts with Nationwide, for other properties.

1 Would the applicant(s) like to port any of these mortgage accounts?

Please select...  
Yes  
No

You will be able to confirm which accounts are being ported in the Reserve Product module.

Account number	Outstanding balance	Monthly payment
60613559040	£43,843.60	£151.33
61275326068	£24,207.48	£238.50

2

**Other Existing Mortgage(s)**

Please consider all existing mortgage accounts the applicant(s) currently holds. This should include any other Nationwide mortgage accounts, not already listed above.

Does any applicant have any other existing mortgages? ☐ Yes ☒ No

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- 1 On the 'Existing Mortgage Details' page of the DIP, if any part of the mortgage is to be ported, then answer 'Yes' to the question 'Would the applicant(s) like to port any of these mortgage accounts?'

This will be locked to 'No' if you have selected interest only (new borrowing) as the scheme type on the loan requirements page (as you are unable to port any existing accounts if taking new borrowing on an interest only basis). If you would like to port an existing mortgage(s) and take the further borrowing on a capital and interest (repayment) basis, you will need to revisit the loan requirements screen and deselect 'interest only (new borrowing)'.

- 2 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

**Nationwide NFI Online**  
Building Society Secure log on: Tay Singh

Applicant(s): Mr A Taylor & Mrs G Taylor Case Id: M6501360596

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Illustration  
DIP  
Reserve Product  
Decision In Principle  
Product Filters  
Porting Loan Selection  
Multiple Product Selection  
Product Selection  
Decision In Principle  
Fee Payment Options  
Illustration  
Product Confirmation  
Property Validation  
FMA  
Rate Switch  
Final Steps

### Porting Loan Selection

**Mortgage Loan Requirements**

You have requested a loan amount of £60,000.00.  
You have requested a term of 20 years and 0 months.  
Loan amount to be satisfied £22,943.33.

**Your Portable Mortgage Products**

Product description	Interest rate	Balance to port	Revert rate	Ported
Base Mortgage Rate	2.75%	£37,056.67	N/A	Yes

1

Repayment type: Repayment

Existing balance: £37,056.67

Existing loan term: 20 years 0 months

Product expiry date: 31/05/2025

You are able to compare the costs of porting versus choosing a new product by selecting the 'Compare' option below. Early repayment charges may apply if the full balance isn't ported.

Is this account being ported? Yes

How much of the existing balance is being ported? £37,056.67

New loan term: 20 years 0 months

Compare

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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.

**NFI Online**

Secure log on: Austin Ebo dili

[Help and support](#)

Applicant(s): Miss L. Koala
Case ID: M650133554

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[Case Home](#)
[Case Update](#)
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Illustration

Product Selection

DIP

Reserve Product

Decision In Principle

Product Filters

Porting Loan Selection

Porting Comparison

Multiple Product Selection

Product Selection

Decision In Principle

Fee Payment Options

Illustration

Product Confirmation

Property Validation

FMA

Rate Switch

Final Steps

Eligible Products List

Product Code	Product Description	APRC	Initial Interest Rate	Booking Fee	Product Fee	Monthly Payment	
991337	10 Year Fixed Rate	4.1%	3.99%	£0.00	£0.00	£482.31	<input type="checkbox"/>
991001	10 Year Fixed Rate	4.2%	3.89%	£0.00	£999.00	£477.78	<input type="checkbox"/>
991280	5 Year Fixed Rate	3.7%	2.84%	£0.00	£0.00	£431.64	<input type="checkbox"/>
991209	3 Year Fixed Rate	3.9%	2.69%	£0.00	£0.00	£425.27	<input type="checkbox"/>
990953	5 Year Fixed Rate	3.7%	2.64%	£0.00	£999.00	£423.16	<input type="checkbox"/>
991402	2 Year Base Rate Tracker	4.0%	2.54%	£0.00	£0.00	£418.96	<input type="checkbox"/>
990891	3 Year Fixed Rate	3.9%	2.39%	£0.00	£999.00	£412.70	<input type="checkbox"/>
991138	2 Year Fixed Rate	3.9%	2.29%	£0.00	£0.00	£408.56	<input type="checkbox"/>
991060	2 Year Base Rate Tracker	4.0%	2.14%	£0.00	£999.00	£402.39	<input type="checkbox"/>
990829	2 Year Fixed Rate	4.0%	1.89%	£0.00	£999.00	£392.25	<input type="checkbox"/>

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[Cancel](#)
[Backward](#)
[Get Decision](#)

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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.