
KEYING HINTS AND TIPS

NEW MORTGAGE APPLICATIONS



Intermediaries

CONTENTS

Summary	3
Application Type	4
Customer Address	5
Employed - PAYE	6
Self Employed	8
Other Income	10
Lending into Retirement	11
Mortgage Scheme	12
Credit Commitments	14
DIP	16
DIP Results	17
Quotes	18
Loan	21
Revise Property	22

SUMMARY

HOW TO KEY NEW MORTGAGE APPLICATIONS

This guide has been developed to assist with the keying of new mortgage applications, providing hints and tips to enable you to navigate the system more effectively and get the best outcome for customers.

The content of the guide is based on the most common queries and focuses on the questions and drop down options available; how these should be completed and how the information will be used.

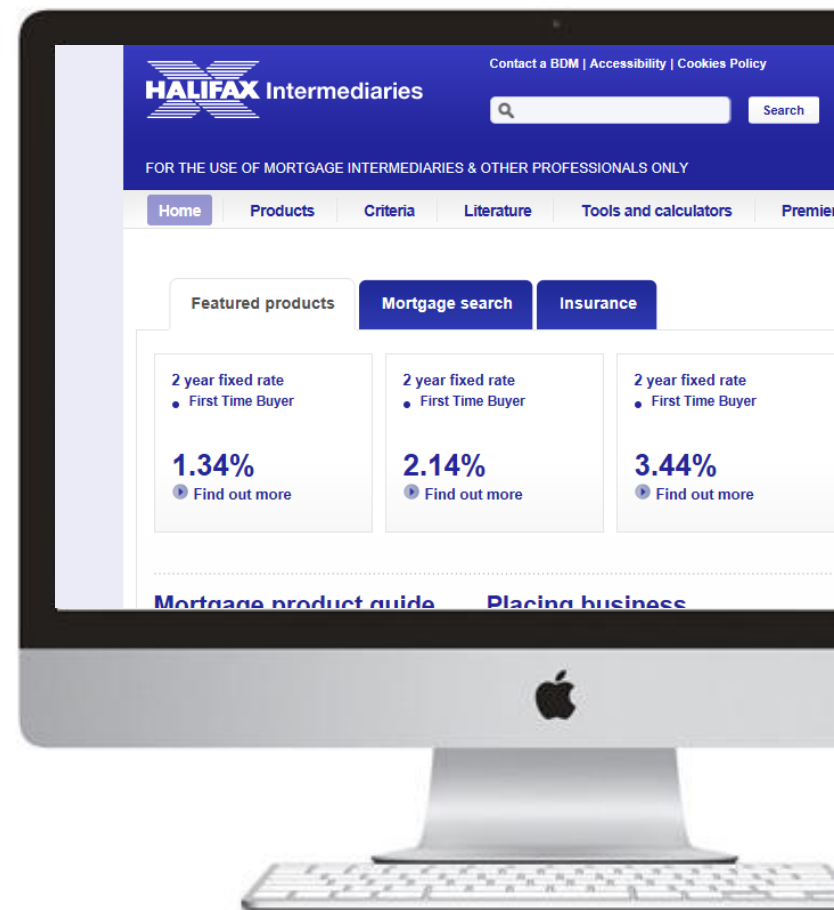
The screen shots provided in the guide do not contain the full end to end application process.

We have also included details on Decision in Principle results and possible reasons for an Alternative Lending Proposal plus guidance on making amends to a Quote or selecting Revise Property if the property to be purchased has changed.

Don't forget on our website we have a number of tools to help you further such as the Criteria page where you can search for policy details plus under Tools and Calculators the Mortgage Affordability Calculator to show you how much your customer could borrow and Guide to Keying Employed Income to show you which incomes to key from a customer's payslip.

REMINDER

If you require a record of an application you can produce an Application Summary by clicking the button at the bottom of the Summary screen immediately after you have submitted the application.



APPLICATION TYPE

Personal Details
Address
Employment

Full Mortgage Application

- Summary
- ✓ Broker Details
- ✗ Applicant Details
- ✗ Loan Details
- ✗ Quotes
- ✗ Property Details
- ✗ Payment Details
- ✗ Additional Product Sales

Personal Details

Title: MR

Forename: John

Middle name:

2nd Middle name:

Surname: Example

Gender: MALE

Date of birth (dd/mm/yyyy): 01/01/1970 Age 47

Marital status: SINGLE

Nationality 1: UNITED KINGDOM

Nationality 2: PLEASE SELECT...

Country of residence: UNITED KINGDOM

Verification method: PLEASE SELECT...
FIRST TIME BUYER
REMORTGAGE
HOME MOVER
EXISTING MORTGAGE CUSTOMER
NON RESIDENTIAL OWNER
MORTGAGE FREE
REMORTGAGE OWN CONVEYANCER

Purchase type:

Has your name changed within the last 3 years?

Nationality 2: PLEASE SE

Country of residence: UNITED KIN

Verification method: PLEASE SE
FIRST TIME
REMORTGA
HOME MOV
EXISTING M
NON RESID
MORTGAGE
REMORTGA

Purchase type:

Has your name changed within the last 3 years?

BY THE WAY...

You must key the applicants full names including any middle names as any changes to this at a later point may change our decision

Remember to include any maiden name or alternative name a customer also uses under previous names

For 'Purchase type':

- **First Time Buyer** - for a purchase application if the customer has not previously had a mortgage or purchased a property (see website Criteria for full definition of FTB). If there are joint applicants where only one is a First Time Buyer and a FTB product is required key that customer as 1st applicant
- **Homemover** - for a purchase application where not FTB
- **Existing Mortgage Customer** - for a purchase application where customer has an existing Halifax mortgage
- **Remortgage** (or **Remortgage Own Conveyancer** where using their own Conveyancer) - if the Remortgage is of a property the customer does not currently live in please call us after submission as we will need to amend the property address
- **Mortgage Free** - for Capital Raising on an unencumbered property the customer already owns ; these applications are processed as a purchase rather than as a remortgage
- **Non Residential Owner** - this option should not generally be selected

CUSTOMER ADDRESS

Current Address - MR JOHN EXAMPLE ⌵

Is this a foreign or BFPO Address? Yes No

House number / name

Postcode

Find Address

Correspondence Address ⌵

Do you wish to add a correspondence address to Yes No

To find an address:

- Input house number / name and postcode and click 'Find Address'
- If the correct address does not show just key the postcode, click 'Find Address' and select the address from the list of addresses displayed
- If the correct address still does not show select 'Not in list' and manually key the address. You should key the address format to exactly match that displayed on the address finder available on Royal Mail website

Please note that if following submission of a Decision in Principle or Full Application a decision cannot be displayed as we cannot match the customer address keyed, you will need to amend the address format as above

EMPLOYED – PAYE

- ✓ Quotes
- ✓ Property Details
- ✓ Payment Details
- ✓ Additional Product Sales

Personal Details
Address
Employment

Employment Details - MR JOHN EXAMPLE

You can add up to 3 employment records.

A Occupation type

B Employment type
(if own more than 25% share of a business please key as self employed)

C Contract type

MANAGER

PAYE

PERMANENT

D Gross basic salary

Annual commission

Annual bonus

Annual overtime

(£) 30000

(£) 1500

(£) 0

(£) 0

Income can be verified ?

Yes No

Yes No

Yes No

Yes No

Employer Details - MR JOHN EXAMPLE

Employer / business name

Start date of employment (dd/mm/yyyy)

Employer / business telephone number


See overleaf for guidance

EMPLOYED – PAYE CONTINUED

- A** For '**Occupation type**' the most appropriate option from the dropdown list should be chosen ; 'Other Employed' should not generally need to be chosen
- B** If a customer owns a **25% or more share of a business** (or joint customers both own a share and is 25% or more between them) or any part of the income received is not PAYE such as share of profit or dividends then 'Self Employed' must be selected instead
- C** For '**Contract Type**' select the correct option from Permanent, Fixed/Short-Term Contract, Sub-Contracted, Agency Worker. The following incomes are not normally included for affordability purposes - Piecework, Seasonal/Temporary, Probationary (where customer has an initial probationary period at the start of their permanent contract 'Permanent' should be selected instead)
- For **Contractors** ensure the 'Fixed/Short-Term Contract' option is selected and employer name/address is completed with details of who contracted to unless contracting via their own company when these details should be keyed
- D** The types of income that can be used and the verification requirements can be found on our website criteria under 'Income Types'
- For guidance on what income figures to key from payslips received use the Guide to Keying Employed Income calculator on the website Tools and calculators page
- e.g. for Zero Hours contracts this shows the income keyed should be the total income from the last 12 months payslips and all these payslips will be required to verify the income
- E** The '**Income can be verified?**' question must be answered as Yes for the income to be used in the affordability calculation

For applications with 3 or 4 applicants, only the incomes for the first 2 applicants will be used in the affordability calculation

SELF EMPLOYED


Intermediaries Online

Save/Exit
Home
Help

Full Mortgage Application

- Summary
- ✓ Broker Details
- ✗ Applicant Details
- ✗ Loan Details
- ✓ Quotes
- ✓ Property Details
- ✓ Payment Details
- ✓ Additional Product Sales

Cross Check

Employment Details - Applicant 1- Employment - No data is present

Loan - No data is present

Commitments - No data is present

Current Address-Applicant 1 Please provide Residential Status

Personal Details
Address
Employment

Employment Details - MR JOHN EXAMPLE

You can add up to 3 employment records.

Occupation type MANAGER

Employment type SELF-EMPLOYED
(if own more than 25% share of a business please key as self employed)

Start date of employment (dd/mm/yyyy)

Percentage of business owned

Latest Year

Year End

Turnover (€)

Gross Profit (€)

A Net profit (€)

Current Assets (€)

Current Liabilities (€)

Previous year

Projected year **B**

Year End

Turnover (€)

Gross Profit (€)

Net Profit (€)

Income can be verified? Yes No **C**
(if not applicable please enter £0 for the latest year income details)

SELF EMPLOYED CONTINUED

A The **Net profit** field should be completed as following:

- Limited company key total of salary/remuneration + dividends drawn (as shown on Tax Calculation)
- Partnership key share of net profit
- LLP key total of remuneration package (including profit share and annual drawings)
- Sole trader key net profit

- B**
- The net profit field for the Latest Year must always be completed. The remaining figures for turnover, gross profit, current assets and current liabilities can be input as 0
 - Where trading for at least 2 years the Previous Year must also be completed. The average of the 2 year's incomes, or latest year's income if lower, is used in the affordability calculation
 - If the customer has been trading only one year no values (including zeros) should be input in Previous Year fields and they should be left blank. The one year's figure will be used in the affordability calculation but when trading less than 2 years further information may be required to process the application, please speak to your Business Development Manager
 - Only income figures for full, and not part years trading should be keyed

- C**
- The 'Income can be verified?' question must be answered as Yes for the self employed income to be used in the affordability calculation

OTHER INCOME

Delete

Other Income ▲

Does the applicant receive any other annual income? Yes No

A Type of other annual income (£) PLEASE SELECT...

Annual amount (£)

B Income can be verified? Yes No

Add

When finished, click Add to add details to the grid below.

Other Income Type	Annual Amount (£)	View/Edit	Delete
TOWN / AREA / CAR ALLOWANCE	1000	✎	Delete

Applicant Summary ▲

Name	Personal	Address	Employment
1 MR JOHN EXAMPLE	✓	✗	✗

Submit
Back
Next

- If a rental property is owned the gross rental income should be keyed here under '**Rental income (if rental property)**' from the drop down and not any other options. This option should be chosen if the property is an existing let property or a property which is to be let etc.
- The rental income will be used to offset the mortgage commitment at 125% of the mortgage payment. Any surplus will not be used towards the affordability calculation however, where the rental income is less than the 125% threshold, the shortfall will be taken into account as an additional commitment for affordability purposes
- Only if a customer has an unencumbered rental property/properties registered to them personally, not to a company, should the rental income received be keyed instead as a self employed income to be used in affordability, with the net profit figures keyed reflecting the income declared for tax purposes

A Additional incomes such as Town/Area/Car Allowance, Additional Duty Hours, Child Tax Credit/Working Tax Credit should not be added to basic salary. Answer 'Yes' to 'Does the Applicant receive any other annual income?' to key these income types. Any pension income a customer is already in receipt of can also be keyed here

B Only income that can be verified will be used in the affordability calculations so if you wish to use an income, the 'Yes' radio button must be selected for the 'Income can be verified' question

LENDING INTO RETIREMENT

Anticipated Retirement Income

Anticipated retirement age **A**

Type of anticipated retirement income (£) **B**

Annual amount (£)

Income can be verified? Yes No

Add

When finished, click Add to add details to the grid below.

Income Type	Annual Amount	View/Edit	Delete
PENSION - PRIVATE	20000		Delete

A The **Anticipated retirement age** must always be completed.

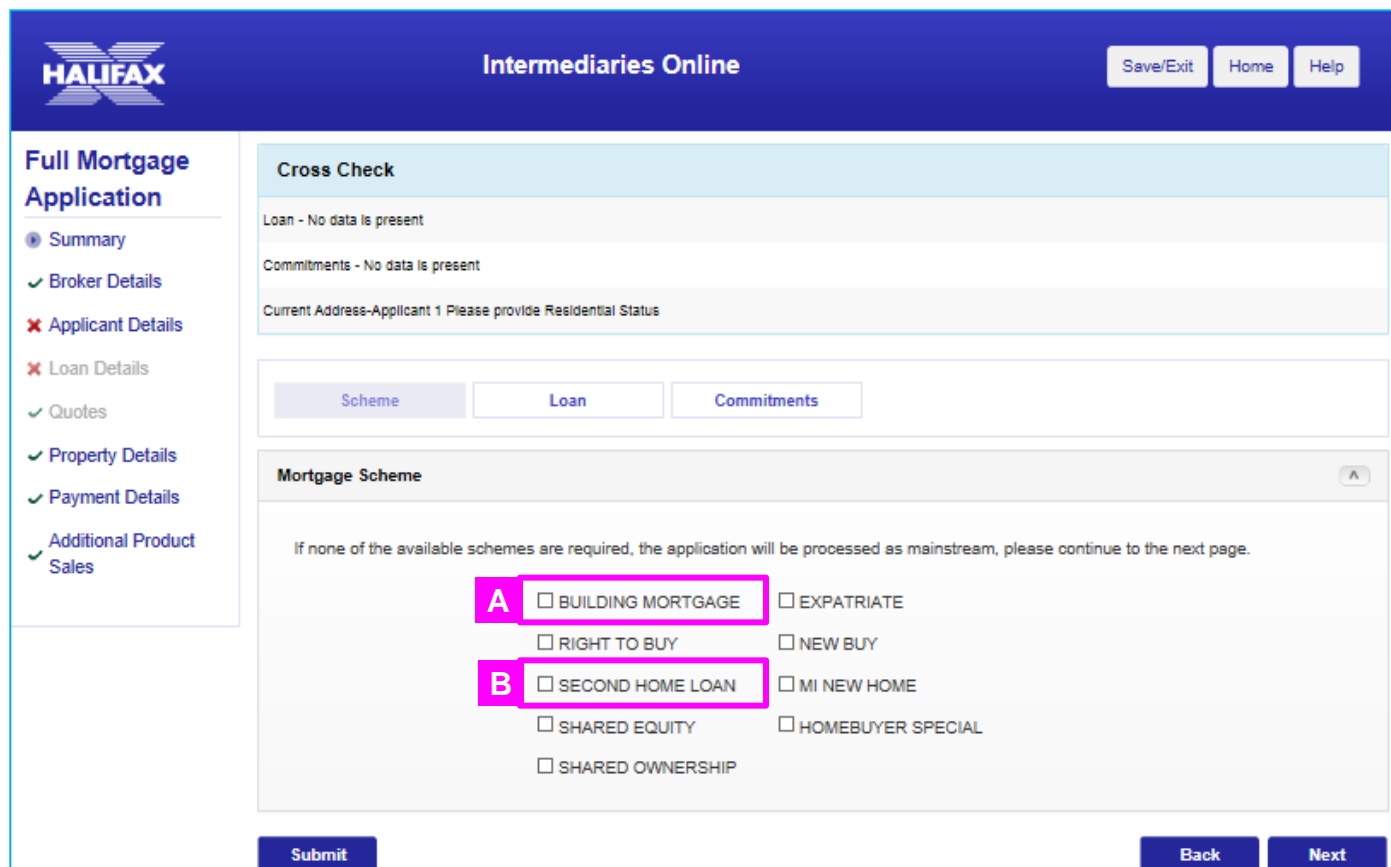
The lower of the Anticipated Retirement Age keyed and a Maximum Working Age (MWA) of 70 years of age will be used to determine if the term chosen makes an application Lending Into Retirement

B If the term chosen goes past the lower of the Anticipated retirement age or the MWA then details of the **anticipated retirement income** needs to be completed, otherwise this should be left blank

All future retirement income must also be able to be verified for inclusion within our affordability calculations. If this is completed but the term does not take the mortgage into retirement the income can be marked as: 'Income can be verified?' = 'No'

Where a customer is currently in receipt of a pension income, whether retired or otherwise, this must be included within the other income screen. The anticipated retirement income section should include all future pensions to be received by the applicant plus any incomes currently received that will continue

MORTGAGE SCHEME



HALIFAX Intermediaries Online Save/Exit Home Help

Full Mortgage Application

- Summary
- ✓ Broker Details
- ✗ Applicant Details
- ✗ Loan Details
- ✓ Quotes
- ✓ Property Details
- ✓ Payment Details
- ✓ Additional Product Sales

Cross Check

Loan - No data is present

Commitments - No data is present

Current Address-Applicant 1 Please provide Residential Status

Scheme Loan Commitments

Mortgage Scheme

If none of the available schemes are required, the application will be processed as mainstream, please continue to the next page.

A BUILDING MORTGAGE EXPATRIATE

RIGHT TO BUY NEW BUY

B SECOND HOME LOAN MI NEW HOME

SHARED EQUITY HOMEBUYER SPECIAL

SHARED OWNERSHIP


Submit Back Next

It is usually not necessary to select any scheme. The only current applicable schemes that should be chosen are: Right to Buy, Second Home Loan, Shared Equity and Shared Ownership.

A **Building Mortgage** – Do not select as this requires a manual application form. Please refer to our website ; Literature/Self Build Literature to access the Self Build guide and application form

B Select **Second Home Loan** where the property to be mortgaged is not to be any of the applicant's main residence (lending will be restricted to a maximum of 75% LTV)

MORTGAGE SCHEME CONTINUED


Intermediaries Online

Save/Exit
Home
Help

Full Mortgage Application

- Summary
- ✓ Broker Details
- ✗ Applicant Details
- ✗ Loan Details
- ✓ Quotes
- ✓ Property Details
- ✓ Payment Details
- ✓ Additional Product Sales

Cross Check

Commitments - No data is present

Current Address-Applicant 1 Please provide Residential Status

Scheme
Loan
Commitments

Mortgage Scheme

If none of the available schemes are required, the application will be processed as mainstream, please continue to the next page.

<input type="checkbox"/> BUILDING MORTGAGE	<input type="checkbox"/> EXPATRIATE
<input type="checkbox"/> RIGHT TO BUY	<input type="checkbox"/> NEW BUY
<input type="checkbox"/> SECOND HOME LOAN	<input type="checkbox"/> MI NEW HOME
<input checked="" type="checkbox"/> SHARED EQUITY	<input type="checkbox"/> HOMEBUYER SPECIAL
<input type="checkbox"/> SHARED OWNERSHIP	

Additional Scheme Data

Shared Equity: What equity stake will be held by the customer? (%)


Monthly interest payments

Submit
Back
Next

As an example where **Shared Equity** scheme is selected Additional Scheme Data will be requested, e.g. customer's equity stake % and monthly interest repayments (use 3% interest rate to calculate unless actual rate is higher or 0 if no interest to be paid)

13

CREDIT COMMITMENTS



Save/Exit
Home
Help

Full Mortgage Application

- Summary
- ✓ Broker Details
- ✗ Applicant Details
- ✗ Loan Details
- ✓ Quotes
- ✓ Property Details
- ✓ Payment Details
- ✓ Additional Product Sales

Cross Check

Commitments - No data is present

Current Address-Applicant 1 Please provide Residential Status

Scheme
Loan
Commitments

Credit Commitments - All Applicants

Is any part of the loan for Debt Consolidation? Yes No

A Do you intend to purchase a flat? Yes No

Commitments Summary

B Commitment Type	<div style="background-color: #003366; color: white; padding: 2px;">PLEASE SELECT...</div> <ul style="list-style-type: none"> HIRE PURCHASE LOAN MORTGAGE CREDIT CARD CHARGE CARD RENTAL MAIL ORDER OVERDRAFT MAINTENANCE BUY NOW PAY LATER NONE INTEREST FREE LOAN SCHOOL FEES CHILD CARE OTHER STUDENT LOAN SECOND HOME GROUND RENT SERVICE CHARGE APPLICATION COMPLETE
Whose	
Company	
Monthly Payment	
Outstanding Balance (£)	
C End Date	
Current Months in Arrears	

CREDIT COMMITMENTS CONTINUED

A If **Purchasing a leasehold property** you must tick 'Yes' to 'Do you intend to purchase a flat?'. Under Commitment type you will then be able to key the service charge and/or ground rent. If these are not keyed the system will use an assumed value at Decision in Principle stage which may mean that at Full Application, when the true details are keyed under the property details page, this could affect the loan amount we are willing to lend

B **Commitment type:** The dropdown list shows the commitment types that should be keyed. If there are no commitments you should select 'None' from the dropdown.

If commitments are to be repaid, including mortgages, they must still be keyed and you should select 'Yes' for intend to repay

C Where keying commitments with no definitive end date e.g. credit cards, you will not need to key an end date, otherwise key a likely end date for the commitment and key the outstanding balance figure as an annual commitment i.e. 12 x monthly payment

Mortgages:

- A mortgage 'type' must be completed which will usually be either 'Residential' or 'Buy to Let' if the property is already let, or is to be let. (If the existing residential mortgage is being remortgaged to a Buy to Let then key a residential mortgage as being repaid and a new Buy to Let commitment as to remain)
- If application is a Remortgage – the existing mortgage must be keyed as a commitment with 'Yes' to Intend to repay; under source of funds select other and type 'this mortgage'

For any other mortgaged properties to remain in the background an assumed running cost will be deducted within the affordability assessment. If an unencumbered residential property is owned then 'Second Home' commitment type should be selected with £1 keyed as running cost. A standard deduction for these costs will be included

Credit card, charge card and Overdraft – 5% of the outstanding balance is taken as a monthly commitment even if the customer declares that they are currently making a lower payment

Child care – should be keyed where applicable and includes Nursery costs, Childminder costs, Child Care Vouchers and Before/After school clubs. Do customer's payslips show child care vouchers which should be keyed as a commitment?

Student Loan – if a customer advises that they have not yet started making any payments this does not need to be included, but if they are or are about to start payments, then this should be keyed

Other - should be selected for any other regular committed expenditure which the applicant could not, or would not want to stop, and it doesn't fit into any category. Anything keyed as 'other' will be deducted and used in affordability, even where it is selected as being repaid on completion

DECISION IN PRINCIPLE (DIP)

DIP Result - Accepted

MR JOHN EXAMPLE

Roll Number: 10/51117794-9

Based on the information provided we are pleased to advise you of our Decision in Principle.

- This decision is valid until 17/08/14.

Your Service Centre will only have visibility of this case once a full application has been submitted

Next Steps

On submission of Full application, please provide the following:

- A government issued document to verify identity for Mr J EXAMPLE.
- A supporting document to verify identity for Mr J EXAMPLE.
- The latest payslip for Mr J EXAMPLE.

[Produce DIP](#)

[Proceed to KFI](#)

[Proceed to Full Application](#)

A '**DIP Result – Accepted**' message will advise if the loan amount requested is available; a copy of the DIP document showing the maximum loan based on affordability is obtained by clicking the 'Produce DIP' button. The max loan amount is the maximum based on affordability and maximum % loan to value limits will apply as normal

If a '**Declined – Credit Score Fail**' result is obtained but the applicants may be able to proceed on a lower loan amount to that requested you can try amending to a lower loan amount and submit again to see if the application may be accepted at a lower level

A '**Corrective Action Required to Proceed**' message may show the loan requested is above the maximum % loan to value available on a particular application. If the applicants may be able to proceed on a lower loan amount you can try amending the loan amount and submit again to see if the application may be accepted at a lower level. You may find that the application can be accepted at a higher % LTV than the maximum % initially shown in the message, e.g. 65%, 85%

DIP RESULTS

If the result is an **‘Alternative Lending Proposal’** but you believe the amount requested should be available having checked our website mortgage affordability calculator, there are some common things you can check:

Credit Commitments

- Have all credit commitments been keyed including anything to be repaid?
- You should also include commitments which were recently cleared as these may still be shown on a credit search. Key those commitments as ‘to be repaid’
- On a remortgage application has the mortgage to be replaced been keyed as a commitment which is being repaid?

Lending into Retirement

- Has a term been chosen that will take the applicant past the lower of the Anticipated Retirement Age or Maximum Working Age of 70 years? Have you keyed the correct Anticipated Retirement Age for all customers?
- If a term into retirement is required, has the Anticipated Retirement Income field been completed to check if the loan is affordable into retirement

Income

- Have all incomes to be used in the affordability calculation been marked as ‘Yes’ on ‘Income can be verified?’ question
- For self employed customers has the correct income figure been keyed for the Previous Year where trading for at least 2 years


Properties in the background

- Have all mortgage commitments been keyed under credit commitments and has a gross rental income been keyed under ‘other income’ to offset those mortgage payments?
- All mortgages to remain must be keyed as credit commitments; where the property is currently let or to be let upon completion, the mortgage type must be keyed as ‘Buy to Let’ so that the mortgage payment is offset by rental income
- ‘Residential’ properties in the background are subject to additional running costs and future costs associated to interest rate increases that cannot be offset against rental income
- When rental income is being received, this should be keyed as ‘Rental income (if rental property)’ and not keyed as ‘Rental income for this property if CTL’. If the CTL option is used, the rental income will not be used to offset against the BTL mortgage payment

Fees being Added

- The maximum loan amount shown as available at DIP stage will include any fees that are to be added, e.g. product fees, so remember this when proceeding to Full Application. If an Alternative Lending Proposal message is being returned with a maximum loan amount which is the same as the loan requested it will be that fees are being added taking it above that maximum

QUOTES - PORTING


Intermediaries Online

Standalone Illustration

- Summary
- Broker Details
- Applicant Details
- Loan Details
- Quotes
- Completion

Cross Check

Quote - Please produce a quote and ensure you have selected a preferred quote

Products
Quote

How you would like to find products? Product Code Known Product Search Existing Halifax Portable Products

Portable Product Search ▲

Please enter the Halifax Roll Number or Account Number you wish to search for portable products on.

These must be accounts redeemed in the last month or that will be redeemed upon completion of the application.

Roll number

Or

Account Number

Search Results:


No products have been found yet.

Selected Products ▲

If a product is to be ported from the customer's existing Halifax mortgage, make sure **'Existing Customer'** has been chosen as 'Purchase Type' on Personal Details screen

Enter the customer's existing mortgage account number in a 14 digit format. E.g. 10/12345678-09 should be keyed as 101234567890900 to show the products available to port

QUOTES - AMENDING LOAN DETAILS


Intermediaries Online

[Home](#)
[Help](#)

Standalone Illustration

- Summary
- ✓ Broker Details
- ✓ Applicant Details
- ✓ Loan Details
- ✓ Quotes
- Completion

Cross Check

No errors have been found for this application

Products
Quote

Quote Ref: 1 ▲

Product	Description	Amount(£)	Term	Repayment Type
BKS018		£250,000	25	Repayment

LTV 83.33%

APR 3.60%

Monthly Payment £1106.52

Illustration Date N/A

Quote Status Valid

Fee Description	Amount £	Add Fee to Loan
MORTGAGE ACCOUNT FEE	£295.00	<input checked="" type="checkbox"/>
PRODUCT FEE - BKS018	£999.00	<input type="checkbox"/>

Actions

Produce Illustration Document
New Quote - Change Product
New Quote - Change Loan Details
Proceed to DIP

Proceed to Full Application

To amend any of the loan details click on 'View/Amend Quote'

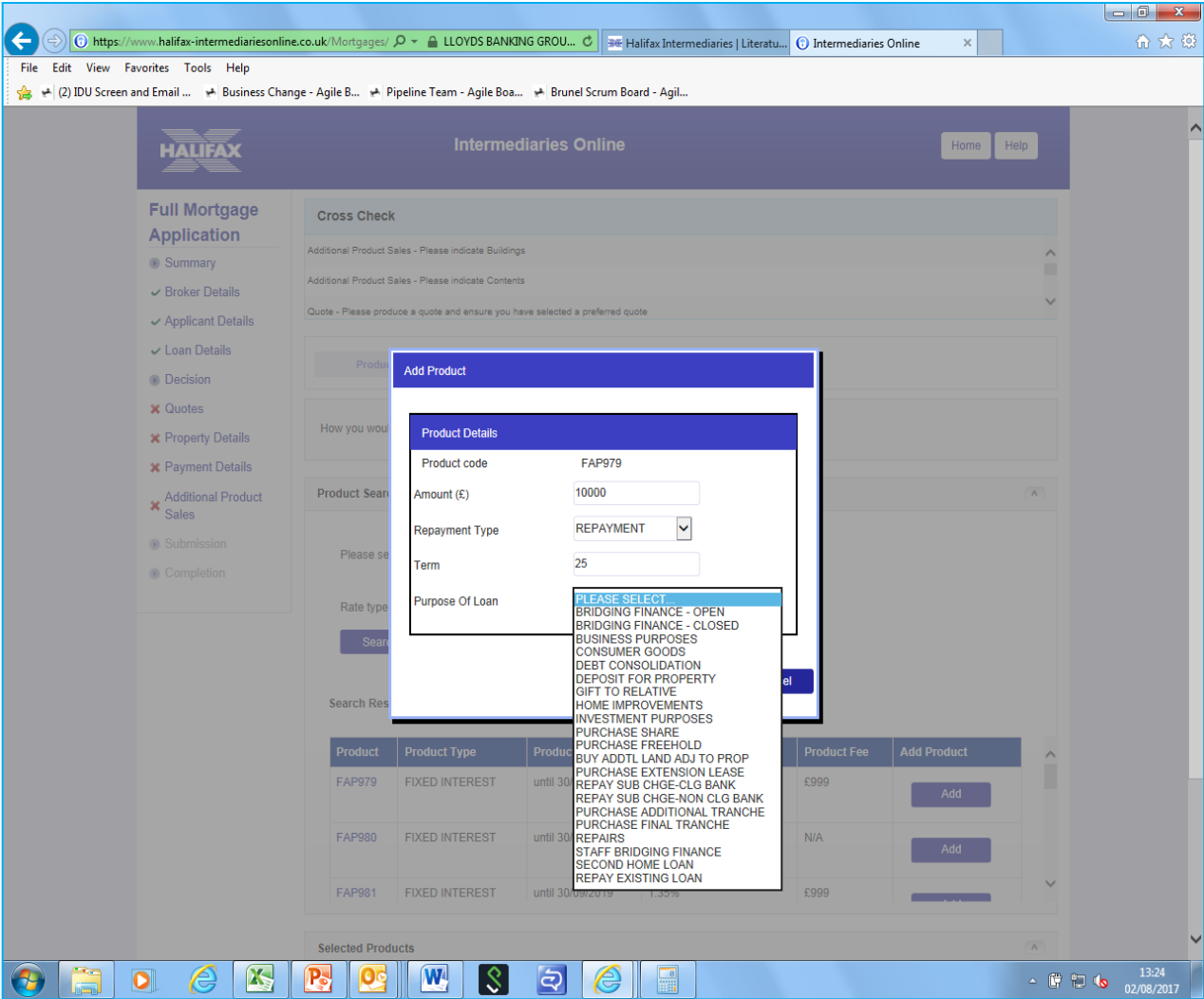
To change purchase price, loan amount or repayment type click **'New Quote – Change Loan Details'**

If those details are staying the same but a change in product is required select **'New Quote – Change Product'**

Make the changes required proceeding through the screens – selecting Amend Loan/Update and Generate Quote – to produce the new illustration

Under Manage Quotes you then need to select the new quote as the 'Preferred Quote', click 'Next' and the process is complete

QUOTES - PURPOSE OF CAPITAL RAISING



The screenshot shows the Halifax Intermediaries Online interface. On the left, a sidebar lists application stages: Summary, Broker Details, Applicant Details, Loan Details, Decision, Quotes, Property Details, Payment Details, Additional Product Sales, Submission, and Completion. The main area is titled 'Cross Check' and contains instructions for product sales and quotes. An 'Add Product' dialog box is open, showing the following details:

- Product code: FAP979
- Amount (£): 10000
- Repayment Type: REPAYMENT
- Term: 25
- Purpose Of Loan: A dropdown menu is open, listing options such as BRIDGING FINANCE - OPEN, BRIDGING FINANCE - CLOSED, BUSINESS PURPOSES, CONSUMER GOODS, DEBT CONSOLIDATION, DEPOSIT FOR PROPERTY, GIFT TO RELATIVE, HOME IMPROVEMENTS, INVESTMENT PURPOSES, PURCHASE SHARE, PURCHASE FREEHOLD, BUY ADDTL LAND ADJ TO PROP, PURCHASE EXTENSION LEASE, REPAY SUB CHGE-CLG BANK, REPAY SUB CHGE-NON CLG BANK, PURCHASE ADDITIONAL TRANCHE, PURCHASE FINAL TRANCHE, REPAIRS, STAFF BRIDGING FINANCE, SECOND HOME LOAN, and REPAY EXISTING LOAN.

Below the dialog box, a table of 'Selected Products' is visible:

Product	Product Type	Product	Product Fee	Add Product
FAP979	FIXED INTEREST	until 30/09/2019	£999	Add
FAP980	FIXED INTEREST	until 30/09/2019	N/A	Add
FAP981	FIXED INTEREST	until 30/09/2019	£999	Add

Where there are **multiple purposes** for the loan e.g. debt consolidation and home improvements, you must create multiple sub-accounts to reflect each purpose. Key the amount for the first purpose and then repeat with the remaining amount selecting the other 'Purpose of Loan'

If an error message shows that keying needs to be amended to show the correct multiple purposes you should select 'View/Amend Quote' then 'New Quote – Change Product'; edit the amount in the Selected Products table and click update, this will enable a second sub account to be created with the other purpose of the loan

LOAN

- Summary
- ✓ Broker Details
- ✗ Applicant Details
- ✗ Loan Details
- ✓ Quotes
- ✓ Property Details
- ✓ Payment Details
- ✓ Additional Product Sales

Current Address-Applicant 1 Please provide Residential Status

Loan Data

Purchase price (£)	<input type="text" value="300000"/>
Cost of improvements (£)	<input type="text"/>
Total (£)	300000
Loan amount (£)	<input type="text" value="250000"/>
Total value of cash incentives (£)	<input type="text"/>
Source of deposit	<input type="text" value="EQUITY"/>
Term	<input type="text" value="25"/>
Repayment type	<input type="text" value="REPAYMENT"/>
Payment date	<input type="text" value="01"/>
Total value of outstanding mortgages within Lloyds Banking Group	<input type="text" value="0"/>

Please follow the link for a definition of mortgages held with Lloyds Banking Group:
<http://www.halifax-intermediaries.co.uk/criteria/default.aspx>

We must be told of the purchase price and any cash incentives applied; to knowingly provide false information is a criminal offence.

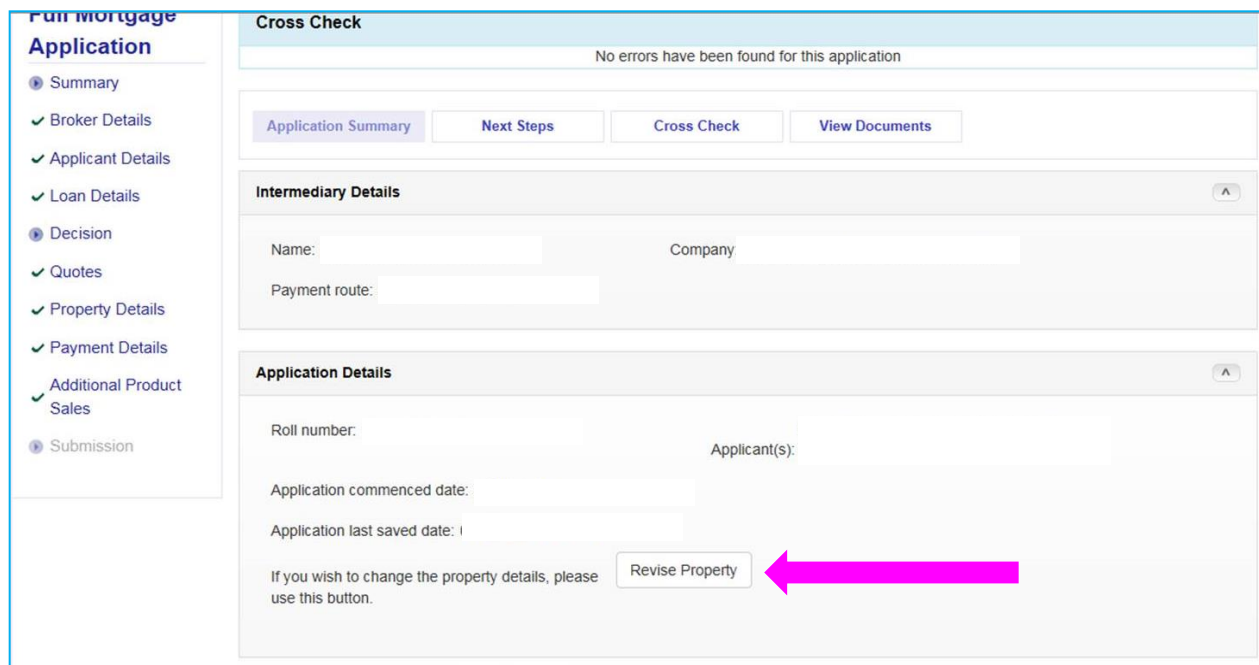
Source of deposit – you can only select one value so if the deposit is from multiple sources please select the source of the majority of the funds, unless any element of the deposit is being received as a gift in which case the 'Gift' option must be chosen

For **Concessionary purchases** (see website Criteria for more information) select 'Concessionary' as the Source of Deposit at Full Application. The Purchase price should be completed with the property value to enable the correct products to be available for selection. The Full Application result obtained will be correct but after submission you will need to call us and advise of the correct Purchase Price amount so that this will show correctly on all documents produced

Please note on all cases any subsequent changes required to the loan amount, purchase price, repayment type or term are not amended on the Loan screen but via **Quotes**

For **Right to Buy** applications 'Right to Buy' must have been selected in the Schemes screen and in the Loan Screen key the Purchase Price and Market Value of the property. The 'Loan Amount' is the total borrowing (including any amount for Home Improvements) but the 'Cost of Improvements' field must not be completed

REVISE PROPERTY



The screenshot displays the 'Full mortgage Application' interface. On the left is a navigation menu with items: Summary, Broker Details, Applicant Details, Loan Details, Decision, Quotes, Property Details, Payment Details, Additional Product Sales, and Submission. The main content area is titled 'Cross Check' and shows a message: 'No errors have been found for this application'. Below this are four buttons: 'Application Summary', 'Next Steps', 'Cross Check', and 'View Documents'. The 'Application Summary' button is selected. Underneath is the 'Intermediary Details' section with fields for 'Name:' and 'Company', and 'Payment route:'. Below that is the 'Application Details' section with fields for 'Roll number:', 'Applicant(s):', 'Application commenced date:', and 'Application last saved date:'. At the bottom of this section, there is a text prompt: 'If you wish to change the property details, please use this button.' followed by a 'Revise Property' button, which is pointed to by a pink arrow.

If the property being purchased is changing, please first ensure that if the valuation is still in progress on the initial property that this has been cancelled/completed

Select the '**Revise Property**' button on the first Application Summary screen and cross check messages at the top of the screen will show the screens that need to be completed with details of the new property etc.

NB – if the property is not changing but if a correction or an amendment is needed to the format, or spelling, of the property address keyed you should not click the Revise Property button but instead should call the processing centre to make that amendment

