

Porting Application Guide



For intermediary use only

This guide will assist you with keying a Porting application on NFI Online and producing a KFI.

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
- Porting an account with a future dated Product Transfer
- Porting if the mortgage term takes the applicant past 75 years old (like for like applications only)
- Porting of 5 or more accounts with no additional borrowing
- Porting of 4 or more accounts with further borrowing
- Porting an account where the current mortgaged property is being let out
- Porting of 3 or more applicants (like for like applications only)

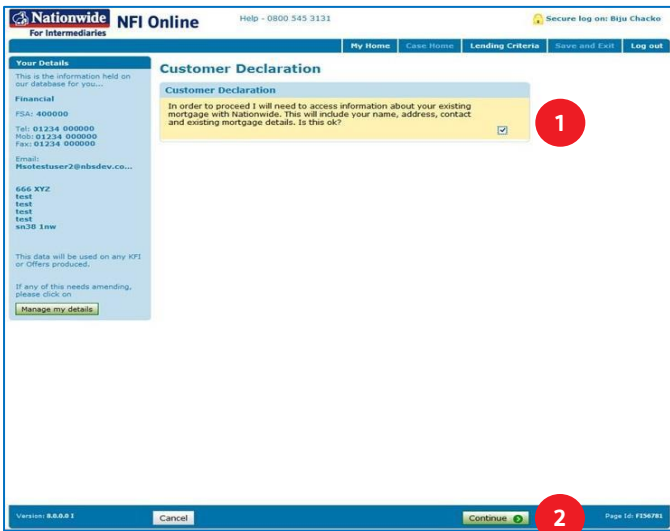
Create Case

1 Click 'Create new case' after logging into NFI Online.

After completing the first few questions, answer 'Yes' to 'Do the applicant(s) hold a Nationwide mortgage? (Existing customers only)'.

2 Answer 'No' to 'Are you considering a rate switch? (Existing customers only)'.

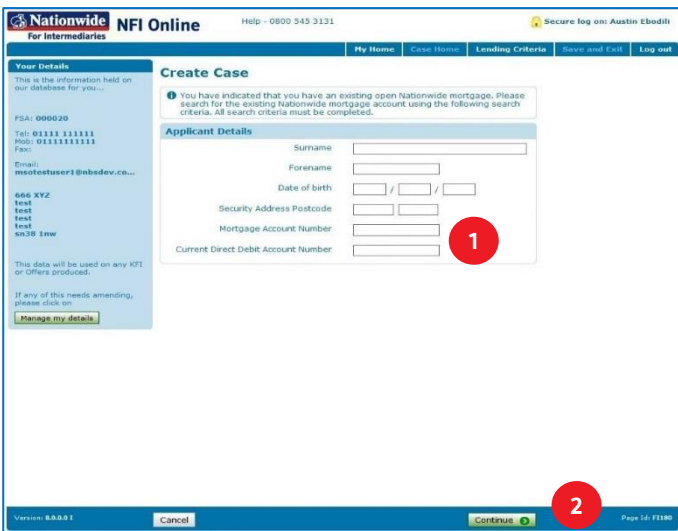
3 Click 'Continue' to proceed.



1 This page contains the 'Customer Declaration'.

Nationwide needs to access the customer's existing account information during the application. Once you have obtained the customer's consent, tick the box to agree and proceed.

2 Click 'Continue' to proceed.

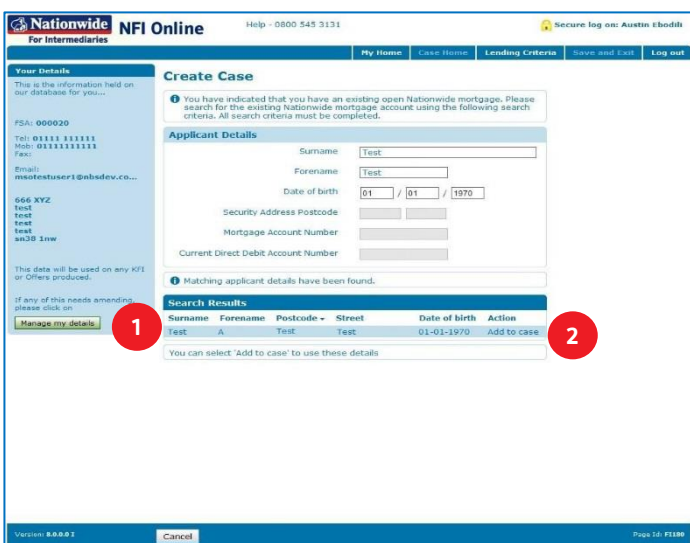


1 On the 'Applicant Details' page you will see two additional fields.

Complete the 'Mortgage Account Number' and the 'Current Direct Debit Account Number' fields. These details are required to locate the customer's existing account information.

Note: If the customer's existing mortgage has multiple 'loan parts' you can use any of the account numbers to perform the search.

2 Click 'Continue' to search for the customer.



1 The customer's details are displayed in the 'Search Results' section.

2 Click 'Add to case' to select your customer.

1 You have indicated that you have an existing open Nationwide mortgage. Please search for the existing Nationwide mortgage account using the following search criteria. All search criteria must be completed.

2 If you believe we should already hold details for this applicant, please amend and click 'Try again'.

3 The customer details supplied do not match our records, please try again. If you believe that the customer/account data held by Nationwide may be incorrect, please request that the customer contacts Nationwide on 0800 343 3131 to update all relevant details.

- 1 If NFI Online is unable to locate the customer, check and amend the details you have entered.
- 2 After your amendments have been made, click 'Try Again'.

If you believe that the customer/account data held by Nationwide may be incorrect, please call us on 0800 545 3131 to update all relevant details.

Note: You only get 5 attempts to successfully match your customer, after which you will be locked out of the system. If this happens, please call us on 0800 545 3131 for support.

1 Manage my details

2 Account Summary

Account Number	Outstanding Balance	Product Description	ERC Amount	Portable
0000000007	£48,511.08	Base Mortgage Rate	£0.00	Yes

3 Continue

4 Continue

- 1 The 'Account Summary' page will display the customer's existing account information.
- 2 You can get additional information on each 'loan part' by clicking here.

- 3 It is important to make note of the 'Outstanding Balances' for each 'loan part' you wish to port. You will 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 cannot include pence.

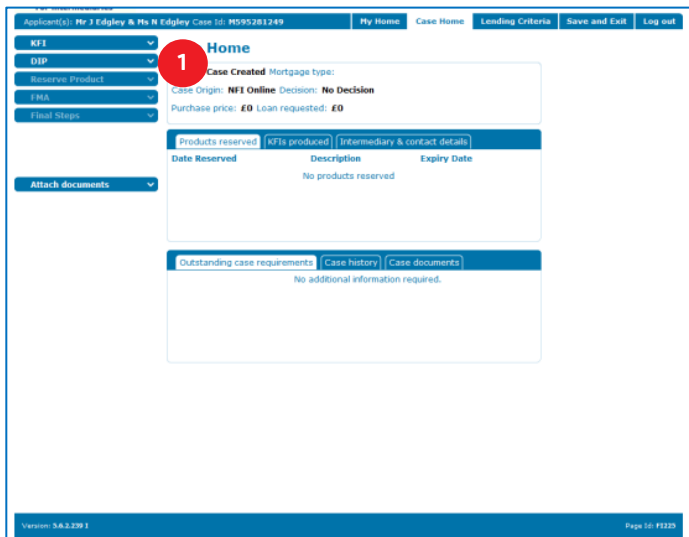
- 4 Click 'Continue' to proceed.

1 Add second applicant

2 Add second applicant

3 Create case

- 1 To add a second applicant answer 'yes' to 'Do you wish to add a second applicant to the case?' and confirm if they are already party to the existing mortgage.
- 2 Click 'Add second applicant'. The next screens will ask you to confirm the second applicant's information and then return you back here.
- 3 Once you have added your second applicant to the case, click 'Create case'.



- 1 **Note:** The 'Standalone KFI' option within 'Case Home' does not allow the creation of a Porting KFI. It will only produce a standard purchase KFI.

A Porting KFI will be available in the 'Reserve Product' section of the case, which will become available once the 'DIP' is completed.

Click the 'DIP' button to begin.

DIP

- 1 On the 'Loan Requirements' page the 'Applicant type' will default to 'New purchase'.
- 2 The 'Applicant type' will default to 'Existing Nationwide Borrower' where applicable.
- 3 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.

- 4 Key the overall 'Mortgage term' here. If there is '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 rest of the 'DIP' will be keyed like a normal purchase. Complete the 'DIP' and continue onto the 'Reserve Product' section.

Note: The DIP decision will give you a **minimum affordable term**. If the existing loan term on any of the ported loans is less than the minimum affordable term, you will see that NFI Online will alter the new loan term to the minimum affordable term (from Loan Requirements) for you.

Reserve Product

Applicant(s): Mr J Edgley & Ms N Edgley Case ID: MS95281249 My Home Case Home Lending Criteria Save and Exit Log out

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Reserve Product
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Final Steps

Porting Loan Selection

Mortgage Loan Requirements

You have requested a loan amount of £250,000.00.
You have requested a term of 25 years and 0 months.
Loan amount to be satisfied £250,000.00.

Your Portable Mortgage Products

Product	Interest rate	Balance you wish to port	Loan term years	Loan term Revert months	Revert rate	Ported	Account reviewed
2.09% 2 Year Fixed Rate	2.09%	£80,677.23	11	3	3.99%	No	No
2.09% 2 Year Fixed Rate	2.09%	£15,436.77	10	8	3.99%	No	No
2.09% 2 Year Fixed Rate	2.09%	£30,486.66	10	2	3.99%	No	No
1.94% 2 Year Fixed Rate	1.94%	£30,750.62	10	7	3.99%	No	No
5.59% 4 Year Fixed Rate	5.59%	£31,389.46	11	1	3.99%	No	No

Product: 2.09% 2 Year Fixed Rate
Interest rate: 2.09%
Repayment type: Repayment
Existing balance: £80,677.23
Existing loan term: 11 years 3 months
Product expiry date: 30/04/2015
Balance you wish to port: £80,677.23
Do you wish to change the term to the requested term? No
New loan term: 11 years 3 months
Revert rate: 3.99%
Selected to port: No

Review

Version: 5.6.2.291 Backward Page ID: F157644

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 are 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'.

Applicant(s): Mr J Edgley & Ms N Edgley Case ID: MS95281249 My Home Case Home Lending Criteria Save and Exit Log out

KFI
DIP
Reserve Product
Decision In Principle
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Porting Loan Selection

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5.59% 4 Year Fixed Rate	5.59%	£31,389.46	11	1	3.99%	No	No

Product: 2.09% 2 Year Fixed Rate
Interest rate: 2.09%
Repayment type: Repayment
Existing balance: £80,677.23
Existing loan term: 11 years 3 months
Product expiry date: 30/04/2015
Balance you wish to port: £80,677.23
Do you wish to change the term to the requested term? No
New loan term: 11 years 3 months
Revert rate: 3.99%
Selected to port: No

Review

Version: 5.6.2.291 Backward Page ID: F157644

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 are 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.

Remember: You cannot 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 will not be given the option to change this.

3 Click 'Review' to proceed.

Applicant(s): Mrs C. Singh Case Id: M590268099 My Home Case Home Lending Criteria Save and Exit Log out

KFI
DIP
Reserve Product
Decision In Principle
Product Filters
Porting Loan Selection
Porting Comparison
Mortgage Loan Requirements
Product Selection
Fee Payment Options
KFI
Product Confirmation
Property Validation

Porting Comparison

If you choose to port the product below the early repayment charge will be £0.00.

Product	Interest Rate	Balance you wish to port	Existing Balance	Loan Term (Years)	Loan Term (Months)	Existing Monthly Payment
Basic Mortgage Rate	2.50%	£39,376.59	£39,376.59	11	3	£324.81

Port this account Yes No

Porting Calculator

If you choose to select a new product to replace your existing product then the early repayment charge will be £0.00.

Please note the list of products below is for comparison purposes only.

Eligible Products List

Product Code	Product Description	APRC	Initial Interest Rate	Booking Fee	Product Fee	Monthly Payment
500004	FM04 4 Year Fixed Rate	5.2%	4.6%	£0.00	£999.00	£374.95
500003	FM03 3 Year Fixed Rate	4.5%	3.5%	£0.00	£999.00	£353.09
500002	FM02 2 Year Fixed Rate	4.4%	3.1%	£0.00	£999.00	£346.60
500011	FM11 5 Year Fixed Rate	3.9%	2.9%	£0.00	£999.00	£342.92
500054	FM52A 2 Year Fixed Rate	4.0%	2.2%	£0.00	£999.00	£329.35
500018	FM18 2 Year Fixed Rate	3.9%	2.1%	£0.00	£719.75	£328.46
500006	FM06 10 Year Fixed Rate	5.5%	4.7%	£0.00	£999.00	£375.92
	FM12 10					

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- 1 The 'Porting Comparison' page will allow you to compare rates and check 'Early Repayment Charges' for this loan part.
 - 2 The 'Early Repayment Charges' are displayed here.
 - 2 The current rate and monthly payment for this loan part are displayed here. You can even compare the current rate to our new range of products (listed at the bottom of the page).
 - 3 Confirm if you wish to port the loan part here.
 - 4 Click 'Continue' to proceed.
- Note:** You cannot change the current product on an existing loan part (the new products are listed for comparison purposes only). If you wish to change the product on an existing loan part, you need to opt 'no' to porting on the Porting Loan Selection page and take that loan amount as 'further borrowing'. You will be able to take a new product on the 'further borrowing'.

Applicant(s): Mr J Edgley & Ms N Edgley Case Id: M555281249 My Home Case Home Lending Criteria Save and Exit Log out

KFI
DIP
Reserve Product
Decision In Principle
Product Filters
Porting Loan Selection
Porting Comparison
Multiple Product Selection
Product Selection
Fee Payment Options
KFI
Product Confirmation
Property Validation

Porting Loan Selection

Mortgage Loan Requirements

You have requested a loan amount of £250,000.00.
You have requested a term of 25 years and 0 months.
Loan amount to be satisfied £133,886.00.

Your Portable Mortgage Products

Product	Interest rate	Balance you wish to port	Loan term years	Loan term months rate	Ported	Account reviewed
2.09% 2 Year Fixed Rate	2.09%	£80,677.23	11	3 3.99%	Yes	Yes
2.09% 2 Year Fixed Rate	2.09%	£15,436.77	10	8 3.99%	Yes	Yes
2.09% 2 Year Fixed Rate	2.09%	£20,000.00	10	2 3.99%	Yes	Yes
1.84% 2 Year Fixed Rate	1.84%	£30,750.62	10	7 3.99%	No	Yes
5.50% 4 Year Fixed Rate	5.50%	£31,389.46	11	1 3.99%	No	Yes

Version: 6.4.2.2921 Cancel Backward Continue Page Id: F137444

- 1 After reviewing a loan part, you will return to the 'Porting Loan Selection' page.
- Each time you indicate a loan part will be ported the 'Loan amount to be satisfied' will reduce.
- Continue to review each loan part and confirm if you wish to port them. Each time you review a loan part the 'Account reviewed' field will update to 'yes'. You can only continue once all loan parts have been reviewed.
- 2 **Remember:** Once all loan parts have been reviewed any remaining amount in the 'loan amount to be satisfied' field will need to be taken as 'further borrowing'.
- 3 Click 'Continue' to proceed.

- 1 The 'Multiple product selection' page will allow you to confirm any 'further borrowing'.
- 2 Click the 'Add an entry' button to take any remaining amount from the 'loan amount to be satisfied' as 'further borrowing'.

- 1 The 'further borrowing' will now appear as a new loan part within the list.
- 2 Click 'Next' to continue.

Product Code	Product Description	APRIC	Initial Interest Rate	Booking Fee	Product Fee	Monthly Payment +
500045	FM45 2.11 Year Fixed Rate	16.4%	17.99%	£0.00	£145.50	£1,801.21
500067	CI31 1 Year Fixed Rate	21.4%	11.25%	£0.00	£0.00	£1,391.69
500010	FM10 4 Year Fixed Rate	11.4%	10.00%	£0.00	£2,000.00	£1,321.51
500057	FMS20 3 Year Tracker Rate	6.7%	8.25%	£0.00	£0.00	£1,226.53
500022	FM22 5 Year Fixed Rate	6.5%	6.04%	£0.00	£2,550.00	£1,112.21
500020	FM20 3 Year Fixed Rate	9.9%	5.99%	£0.00	£5,000.00	£1,109.70
500030	FM30 2 Year Tracker Rate	9.9%	5.99%	£0.00	£2,000.00	£1,109.70
500049	FM49 3 Year Fixed Rate	5.3%	5.84%	£0.00	£126.00	£1,102.19
500053	FMS1B 5 Year Fixed Rate	5.2%	5.04%	£0.00	£999.00	£1,062.61
500052	FMS1A 5 Year Fixed Rate	4.9%	4.89%	£0.00	£0.00	£1,055.29
500044	FM44 4 Year Fixed Rate	4.8%	4.89%	£0.00	£0.00	£1,055.29
500037	FM37 3 Year Fixed Rate	4.8%	4.84%	£0.00	£270.00	£1,052.85
500012	FM12 10 Year Fixed Rate	5.0%	4.79%	£0.00	£0.00	£1,050.42
500026	FM26 4 Year Fixed Rate	4.9%	4.74%	£0.00	£999.00	£1,047.99
500006	FM06 10 Year Fixed Rate	5.2%	4.69%	£0.00	£999.00	£1,045.57

- 1 The 'Product Selection' page will allow you to choose a new product for the 'further borrowing'.

In the following pages you may produce a Porting KFI 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.