

# Keying applications using Forces Help to Buy



Building Society

This guide aims to support you in processing an application where the client is benefitting from the FHTB scheme; it is not an exhaustive lending criteria guide. Clients, who have been approved for a FHTB loan, will have been issued with a Personal Information Note (PIN) that contains scheme information, including repayment figures. Please note that Forces Help to Buy is not a part of the Government's wider Help to Buy initiative.

Things to consider:

- FHTB cannot be used in conjunction with any equity share scheme, including Help to Buy.
- In addition, FHTB cannot be used in conjunction with Right to Buy, Shared Ownership.
- Please note that under MOD scheme rules, a maximum of two FHTB loans can be used per application.
- The entire FHTB loan does not have to be used as the deposit. It can be used to assist towards moving costs, however the monthly repayment captured must be taken from the PIN document and include the monthly repayment for the entire FHTB loan including the mandatory insurance cost.

The following steps take you through how to complete a FHTB purchase application for newly approved FHTB loans.

- 1 Launch NFI Online and navigate to the 'Loan Requirements' screen. Select 'Property ownership type' as 'Standard'.
- 2 Enter the amount being borrowed from Nationwide, excluding the FHTB loan amount, in the 'Loan amount' box.
- 3 Capture the 'Security Details' as normal.
- 4 In 'Scheme Details', answer 'No' to 'Does this application relate to a Nationwide or external scheme?'.

**Note:** If your client is applying under the Newbuy/MI New Home scheme, this scheme should be selected appropriately, but there is no scheme type required for FHTB.

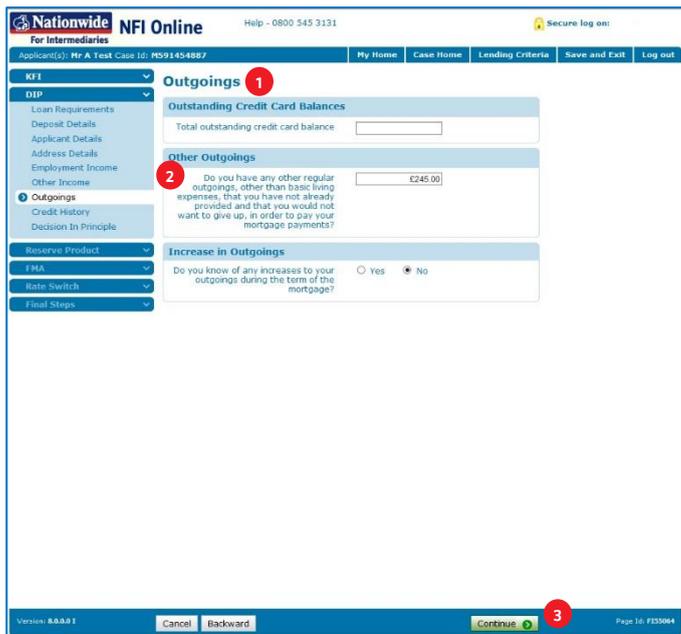
- 1 Within the 'Deposit Details' screen, select 'LSAP' for 'What is the source of your deposit?'.
- 2 In 'How much is from this source?', input the FHTB deposit amount.
- 3 Enter the monthly repayment as shown on the PIN document in answer to the question, 'What will be your monthly repayment?' This figure will need to include the monthly cost relating to the mandatory insurance. This is also detailed within the PIN document.

Ensure any other additional deposit types are captured.

- 1 The monthly outgoing you entered earlier on the 'Deposit Details' screen for the FHTB loan will automatically show in the 'Loan for deposit monies' box.

- 1 Progress the application as normal. Ensure you upload the PIN document to the case using the 'Evidence of Deposit' proof requirement.

Remortgage or subsequent home mover applications where FHTB has been previously obtained:



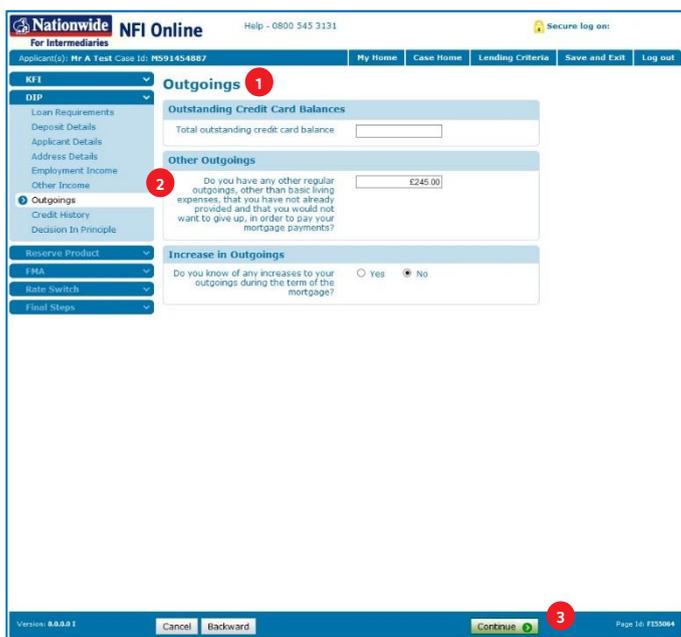
- 1 Launch NFI Online and complete the application as normal until you reach the 'Outgoings' screen.
- 2 Ensure the Loan Repayment figure and the monthly repayment amount relating to the mandatory insurance is captured within the question 'Do you have any other regular outgoings...'

This figure will be detailed on your clients' payslip.

Continue to progress the application as normal.

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Remortgage applications where new FHTB lending is being obtained as part of the application:



- 1 Launch NFI Online and complete the application as normal until you reach the 'Outgoings' section.
- 2 Ensure the Loan Repayment figure and the monthly repayment amount relating to the mandatory insurance is captured within the question 'Do you have any other regular outgoings...'

This figure will be detailed on your clients' PIN document.

Continue to progress the application as normal.

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