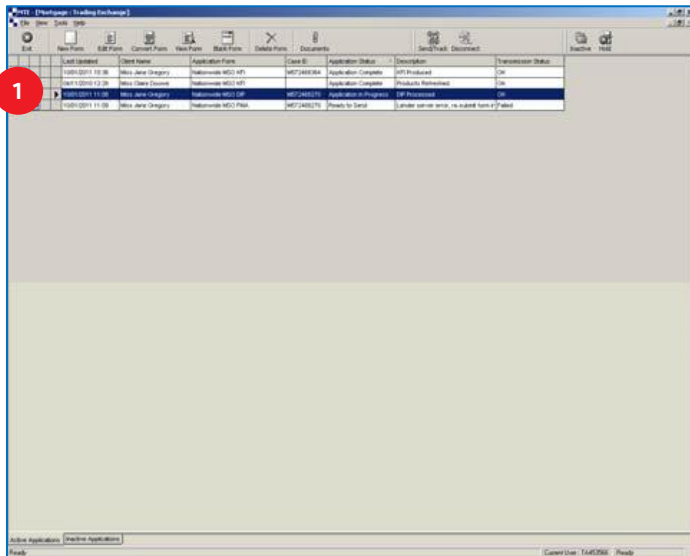


Faxing Documents Guide

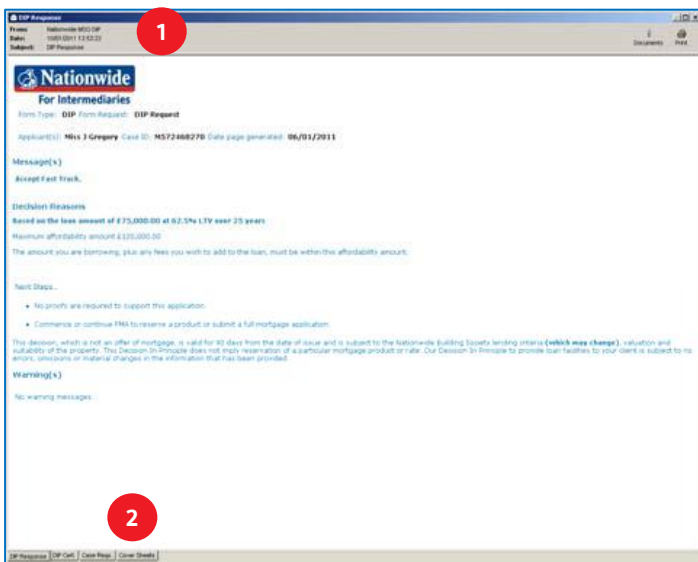

Nationwide

Building Society



- 1 MTE gives you the ability to fax 'Case Requirements' for the case you are working on.

Double-click on the form for the case you'd like to fax case requirements on to.



- 1 The 'Page Response' will be displayed in a new window.
- 2 Click on the 'Cover Sheets' tab.

1 Document Submission Coversheet
When submitting any document
it MUST be attached to the correct coversheet
e.g. coversheet, print, coversheet, print.

3 FAX TO: 01604 852808

2 Case ID: MSX4032916
Applicant - Name: Mrs Jane Gregory
Date: 26 November 2016

Document being submitted: (to allow)

Other: 000

To avoid delays in obtaining an offer, you may wish to note:
Submitted documents will be dealt with in a first priority.
Failed documents take second priority.
Using the postal system delays documents getting to us.

By a best case: if you have to submit to post please send
to:
Document Submission
Mortgage Administration
MSO114 (Doc: 2009)

1 There will be one 'Fax Coversheet' for each 'Case Requirement' requested.

Scroll down until you find the one you need, and print this.

2 The 'Fax Coversheet' will be pre-populated with the case details.

3 Fax the coversheet and the document to the fax number on the top of the form.

Note: Please ensure you place the correct 'Fax Coversheet' on top of the relevant 'Case Requirement' you're faxing through. You need to send a separate coversheet for each 'Case Requirement'.