

Intermediary user guide

Decision in Principle (DIP)

Decision in Principle (DIP)

SUMMARY FOR CASE
M1001340176
Residential, Purchase

Applicant Name(s)	Test##02.Document
Loan Amount	£150,000
Estimated Valuation	£200,000
Term	Years 25
Repayment Type	Capital & Interest (Repayment)
Property	-
Solicitor	-
LTV	75%
Product	20007/2229 - 2 Year Discounted Variable 0.10% until 31/01/2020 (Free Legals, Portability, Overpayments)

+ Application Status

Illustration Produced

Illustrations

Product	Loan	Repayment	LTV	Fees	
20007/2229 - 2 Year Discounted Variable 0.10% until 31/01/2020 (Free Legals, Portability, Overpayments) 09/05/19 14:13	£150,000 25 years	Capital & Interest (Repayment)	75%		<div>View Illustration</div> <div>Proceed to DIP</div> <div>Select New Product</div>

Fees & Features

Booking Fee	£199
Completion Fee	£800
Legal Fee	Free
Procurution Fee	£600
Release of Charge	£100
Telegraphic Transfer Fee	£30
Valuation Fee	£235

Documents

ESIS
09/05/19 14:13

By clicking 'Proceed to DIP' you will be asked a number of pre-requisite questions. If you answer 'Yes' to any of these questions the case will not be able to proceed.

Pre-requisite questions

Will any applicant(s) exceed the maximum age permitted on the lending scheme applied for, as defined by our Lending and Security guidelines? *

☐ Yes ☐ No

Is the applicant(s) a non UK resident who does not have an indefinite right to reside in the UK? *

☐ Yes ☐ No

Has the applicant(s) lived in the UK for less than three year's prior to this application being received? *

☐ Yes ☐ No

Will the mortgage be repaid using income or assets in any form of currency other than sterling? *

☐ Yes ☐ No

Has the applicant(s) ever been convicted of a criminal offence other than motoring offences? (Convictions spent under the terms of the Rehabilitation of Offenders Act 1974 do not need to be disclosed)? *

☐ Yes ☐ No

The Intermediary declaration must be accepted to progress with the DIP.

Details of our Lending and Security Guidelines can be found [here](#)

Intermediary declaration

amendments or replacements thereof.

'PRA': means the Prudential Regulation Authority or any successor body.

'Us','Our' or 'We': West Bromwich Building Society.

1. You may introduce mortgage applicants (the **'Applicants'**) to Us (the **'Applications'**). We are under no obligation to make loans to such Applicants, but may do so at Our discretion.

2. It is Your duty that, prior to submitting an Application, You have taken all reasonable measures to check that it meets Our lending criteria as amended from time to time.

3. You must either be (and must immediately notify Us if You cease to be):

- a. Directly authorised by the FCA (a **'Directly Authorised Firm'**); or
- b. An appointed representative of a Directly Authorised Firm (an **'Appointed Representative'**); or
- c. An employee of a Directly Authorised Firm or an Appointed Representative.

4. Following completion of an Application that was introduced by You, We will only pay procurement fees via Your chosen submission route on the terms agreed by the Society with the applicable club/firm.

5. Any Application will only be considered if it is received in the format specified by Us from time to time along with:

- a. All monies due;

☐ Accept declaration *

During the DIP process any information you have submitted at Illustration will be retained and the relevant fields will be pre-populated. Otherwise, all mandatory fields must be completed.

Submission route details

What type of sale is this? *

☒ Advised

How is the application being made? *

Select

Face to face

Non face to face

Is the application being submitted via a Mortgage Club? *

☐ Yes ☒ No

* Mandatory fields

Back

Save

Next

Loan details

Purpose of mortgage loan *

☒ Purchase ☐ Remortgage

Type of mortgage loan *

Residential ▼

First time buyer(s) *

☐ Yes ☐ No

A mortgage application will be deemed a first time buyer application whereby none of the applicant(s) have had a mortgage (residential, buy to let or let to buy) within the last three years.

Right to buy *

☐ Yes ☐ No

Shared ownership *

☐ Yes ☐ No

Shared equity *

☐ Yes ☐ No

Estimated value / Purchase price *

Loan amount *

£150,000

LTV= 0%

Term *

25 Years

0 Months

Repayment type * ⓘ

 ▼

This will only be displayed if you have selected 'Interest only'.

Repayment plan details

Repayment plan *	Current equity *	Repayment plan contribution *	Frequency of contribution *	Projected value *	Delete
Select ▼			▼		<input type="checkbox"/>

Source of deposit

Source of deposit *	Please confirm the source of deposit *	Amount *	Delete
Select			<input type="checkbox"/>
		<button>Delete Selected -</button>	<button>Add More +</button>

Loan/Occupancy details

Will this be the first applicant's main residence? *

☐ Yes ☐ No

If you select a remortgage, the following screen will be displayed:

Loan details

Purpose of mortgage loan *

☐ Purchase ☒ Remortgage

Type of mortgage loan *

Residential

Shared equity *

☐ Yes ☒ No

Estimated value / Purchase price *

£175,000

Loan amount *

£150,000 LTV= 85.71%

Term *

25 Years

0 Months

Repayment type * ⓘ

Repayment

The breakdown of 'purpose of borrowing' must be equal to the total loan amount (the value of the current mortgage must be included in this breakdown).

Loan amount breakdown

Please indicate how the loan amount will be allocated below:

Purpose of borrowing *	Please confirm the breakdown *	Amount *	Delete
Select			<input type="checkbox"/>
		<button>Delete Selected -</button>	<button>Add More +</button>

Applicant's details

Personal details

Title *

Mr

First name *

User

Middle name(s)

Surname *

Guide##02

Date of birth (dd/mm/yyyy) *

01/01/1987

Expected retirement age *

68

Gender *

Male

Nationality *

Albania

Permanent rights to reside in the UK *

☒ Yes

☐ No

Has the applicant lived in the UK for at least three years prior to this application being received? *

☐ Yes

☐ No

Marital Status *

Select

Existing Customer

☐ Yes

☐ No

Previous names

Has the applicant ever been known by another name in the last six years? *

☐ Yes

☒ No

Where the selected nationality is identified as not having a 'free movement agreement' the question 'Permanent rights to reside in the UK?' will be displayed.

Applicant’s address details

Current Address Search

Is this a UK address? *

☒ Yes ☐ No

Name/number

Postcode *

Find Address >

Residential status *

Select ▼

From *

To *

11/2018

Previous address details

Is this a UK address? *

☐ Yes ☐ No

Name/number

Postcode *

Find Address >

Residential status *

Select ▼

From *

To *

12/2015

Please input the ‘Name/Number’ and ‘Postcode’ and click ‘Find Address’.

If applicable, you will be prompted to input details of previous addresses until a full three years’ history is captured.

Applicant’s employment

You must select the applicant’s employment status which will display the correct questions relating to the employment status.

Employed

Primary Employment Status

Employment status *

Employed

More than 25% ownership *

Yes

No

Is the applicant a partner in a Partnership?*

Yes

No

Any deductions from salary?*

Yes

No

Secondary Employment Status

Secondary employment *

Yes

No

Other Sources of income

Does the applicant have any other sources of income? *

Yes

No

Income changes

Is the applicant aware of any changes in their income and expenditure that is likely to affect their ability to meet their mortgage payments? *

Yes

No

This screen will be displayed if the applicant is self-employed with less than or equal to 25% ownership of the business.

Employment status

Employment status *

Employed

Has the applicant any previous employment in the last 12 months?

☐ Yes

☒ No

Employment details

Job title *

Select

Start date *

Permanent employment *

☐ Yes

☐ No

Still within probationary period? *

☐ Yes

☐ No

Is the applicant employed by their family business? *

☐ Yes

☐ No

Primary income

Current annual income

Details of our allowable employment income can be found [here](#)

Gross annual basic salary *

Car/Large town allowance

Permanent annual shift allowance

Frequency paid

Annual overtime

Select

Annual commission

Select

Annual bonus

Select

Deduction from salary will be displayed on this screen if a response on previous screen has been entered as 'Yes'.

Deductions from salary

Source *	Monthly Amount *	Delete
<div>Select ▼</div>	<div></div>	<div></div>
<div>Delete Selected -</div>		<div>Add +</div>

Self-employed

This screen will be displayed if the applicant is self-employed with more than 25% ownership of the business.

Primary Employment Status

Employment status *

Self-Employed

More than 25% ownership *

☒ Yes

☐ No

Secondary Employment Status

Secondary employment *

☐ Yes

☒ No

Other Sources of income

Does the applicant have any other sources of income? *

☐ Yes

☒ No

Income changes

Is the applicant aware of any changes in their income and expenditure that is likely to affect their ability to meet their mortgage payments? *

☐ Yes

☒ No

* Mandatory fields

Employment status

Employment status *

Self-Employed

Has the applicant any previous employment in the last 12 months?

☐ Yes

☐ No

Self-employed details

Company Type *

Select

Job title*

Select

Date commenced trading *

Self employed income

Details of our allowable employment income can be found [here](#)

Latest return *

Previous return \

Retired/Homemaker/Student/Unemployed

Primary Employment Status

Employment status *

Retired

Secondary Employment Status

Secondary employment *

Yes

No

Other Sources of income

Does the applicant have any other sources of income? *

Yes

No

Income changes

Is the applicant aware of any changes in their income and expenditure that is likely to affect their ability to meet their mortgage payments? *

Yes

No

Income Summary

The screen relates to information captured relating to the applicant’s employment.

From here you are able to view/edit previous input income details or remove the initial input which allows the capture of new details.

Primary Income Summary

Type:-Employed

View/Edit

Remove

Job titleAccountant

Ownership type:-

Secondary Income

No Secondary Income provided

Add Secondary Income

Other Income

No Other Income provided

Add Other Income

Income changes

Is the applicant aware of any changes in their income and expenditure that is likely to affect their ability to meet their mortgage payments? *

Yes

No

Applicant's commitments

Please enter only joint commitment details under Applicant 1.

Residential mortgages

Existing residential mortgage to be redeemed on completion? * ☐ Yes ☐ No

Monthly mortgage payment *

Outstanding mortgage balance *

Estimated value of current property *

Start date of current mortgage

Mortgage and secured loan history

Does the applicant have any other Mortgage or Secured Loans (excluding buy to let)? ☒ Yes ☐ No

Outstanding balance *	Monthly payment *	End date *	Repay on completion?	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete Selected -				Add More +

Credit card(s)

Does the applicant have any credit card(s) with an outstanding balance, including those repaid in full each month? ☒ Yes ☐ No

Outstanding balance *	To be repaid?	Delete
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete Selected -		Add More +

Loan and hire purchase

Does the applicant have any unsecured loans or hire purchases? ☒ Yes ☐ No

Outstanding balance *	Monthly payment *	End Date *	To be repaid?	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete Selected -				Add More +

Other commitments (non-lifestyle)

Does the applicant have any other ongoing financial commitments? *

☒ Yes ☐ No

Commitment type *	Monthly payment *	Delete
<div><div>Select</div><div>Child maintenance</div><div>Nursery/School/College/University</div><div>Nanny/Child Minder/Au Pair</div><div>Private care home</div></div>	<input type="text"/>	<input type="checkbox"/>
<div>Delete Selected -</div>		<div>Add More +</div>

Buy to Let portfolio information

If you respond 'Yes' to the applicant owning any buy to let properties, you must complete the required information.

If the applicant has 4 or more buy to let properties, this is treated as one portfolio.

Buy to let portfolio

Does the applicant own any buy to let properties? *

☒ Yes ☐ No

Total number of properties *

2

▼

Property details 1

Monthly mortgage payment *

Outstanding mortgage balance *

Monthly rental income *

Property details 2

Monthly mortgage payment *

Outstanding mortgage balance *

Monthly rental income *

Buy to let portfolio

Does the applicant own any buy to let properties? *

☒ Yes ☐ No

Total number of properties *

4+

▼

Portfolio details

Total monthly mortgage payments *

Total outstanding mortgage balance *

Total monthly rental income *

* Mandatory fields

Back

Save

Next

Applicant’s adverse details

If you answer ‘Yes’ to any question, additional information will be required:

Arrears

Has the applicant ever been in arrears? * ☐ Yes ☒ No

Defaults

Has the applicant ever had a default registered against them? * ☐ Yes ☒ No

County Court Judgements

Has the applicant ever had a County Court Judgement registered against them? * ☐ Yes ☒ No

Individual Voluntary Arrangements, Debt Management Plan or Protected Trust Deed

Has the applicant ever been subject to an Individual Voluntary Arrangement, Debt Management Plan, Debt Relief Order or Protected Trust Deed? * ☐ Yes ☒ No

Bankruptcies

Has the applicant ever been made bankrupt? * ☐ Yes ☒ No

Repossession/Surrender

Has the applicant ever had a property repossessed or surrendered? * ☐ Yes ☒ No

Dependants

The information input at this stage will automatically generate the 'other occupants' question at Full Mortgage Application (FMA) where dependants are 17 years or older.

Dependants

Number of adult and child dependants *

2

▼

Dependant 1 - Date of birth *

Dependant 2 - Date of birth *

Household expenditure

All fields must be completed.

Household expenditure

Please complete the following fields to confirm the applicant's expenditure against each of the provided categories:-

Expected monthly council tax payment relating to the property *	<input type="text"/>
Monthly payment for essential insurance(s) and pension(s) relevant to this application * i.e. building and contents insurance, life insurance, pension(s) not previously declared as being deducted from salary etc.	<input type="text"/>
Monthly amount spent on food and non-alcoholic drink *	<input type="text"/>
Monthly amount spent on travel/transport * i.e. cost of vehicle insurance, tax, maintenance, fuel, parking and public transport for travel.	<input type="text"/>
Monthly amount spent on water, gas, electric, other heating fuel, telephone (mobile(s) and land line), TV licence, TV and internet packages. *	<input type="text"/>
Other expenditure - monthly amount spent on clothing, footwear and health. *	<input type="text"/>

Property details

Property details are not required in order to obtain a DIP as these can be provided at FMA.

No property found

Has the applicant(s) already found a property? *

☐ Yes ☒ No

Which region is the applicant(s) looking to purchase in? *

Select

North East

North West

Yorkshire and The Humber

East Midlands

West Midlands

East

London

South East

South West

Wales

* Mandatory fields

Back

Next

Property found - purchase

Has the applicant(s) already found a property? *

☒ Yes ☐ No

Where in the United Kingdom is the property located? *

Select

Property address search

Name/number

Postcode *

Find Address

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Purchase

Property

Property type *

Select

Is the property a new build? *

Yes

No

By clicking 'Yes', the applicant is confirming that there is a new build warranty in place as required by the Society's Lending and Security Guidelines.

Year of construction *
(yyyy)

Wall construction type *

Select

Roof construction type *

Select

Details of our acceptable construction types can be found [here](#)

Number of bedrooms *

Number of kitchens *

Number of bathrooms *

Tenure *

Select

Will the applicant(s) be occupying the property within one month of the loan completing?

Yes

No

Is the property above or adjacent to a commercial premises?

Yes

No

For a remortgage application additional questions will be displayed.

Original purchase price *

Was the property owned by the local authority? *

Yes

No

Original date of purchase *

Product options

Loan details

Repayment type

Repayment

Loan amount

£150,000

On a repayment basis

£150,000

On an interest only basis

£0

Type of product required

Type of mortgage deals *

All

Get products >

Product options

Product	Initial rate	Initial monthly payment	Max LTV	Completion Fee	Select
15895/6818 - 2 Year Fixed Rate 1.99% until 31/05/2021 FV (Free Valuation (£740 max), Overpayments, Portability)	1.99%	£639.28	75%	£999.00	<input type="radio"/>
15906/6829 - 2 Year Discounted Variable 1.99% until 31/05/2021 FV (Portability, Overpayments, Free Valuation (£740 max))	2.50%	£675.16	80%	£499.00	<input type="radio"/>
15911/6834 - 3 Year Fixed Rate 2.64% until 31/05/2022 CB (Portability, Overpayments, Free Valuation (£740 max), Cash Back £1000)	2.64%	£683.55	90%	£0.00	<input type="radio"/>
25001/9001 - BBR +2.00% until 31/05/2021 CB (Portability, Overpayments, Cash Back 2%)	2.75%	£695.43	95%	£750.00	<input type="radio"/>
25000/9000 - 5 Year Fixed Rate 3.59% until 31/05/2024 CB (Cash Back £1500, Overpayments, Portability)	3.59%	£758.20	95%	£0.00	<input type="radio"/>
14725/5510 - Standard Variable Rate (Overpayments, Portability)	4.49%	£834.84	90%	£349.00	<input type="radio"/>

Add product +

Product selection results

Product	Loan amount	Repayment type	Term	Delete
15906/6829 - 2 Year Discounted Variable 1.99% until 31/05/2021 FV (Portability, Overpayments, Free Valuation (£740 max))	<input type="text" value="£150,000"/>	Repayment	<input type="text" value="25"/> Years <input type="text" value="0"/> Months	<input type="checkbox"/>

Delete selected -

Upon selection of the product you must click 'add product', this will update the product selection results.

Fees

Lender fees

Fee	Amount	Add / Deduct Fee
Completion Fee *	£499.00	<input type="radio"/> Add to loan <input type="radio"/> Deduct from loan
Legal Fee	£353.00	
Release of Charge	£100.00	
Telegraphic Transfer Fee	£30.00	

Intermediary fees

Are there any broker related fees? ☒ Yes ☐ No

Type of fee *	Amount *	Payable on? *	Refundable amount	Delete
<div>Select</div>		<div>Select</div>		<input type="checkbox"/>
<div>Delete Selected -</div>				<div>Add More +</div>

You must indicate how the relevant fees listed will be paid.

If any 'Intermediary fees' are to be paid, this section must be completed.

Your client must agree to the credit search permission so that their application can proceed:

How we use your personal information

INSTRUCTION TO BROKERS

IT IS IMPORTANT THAT YOU READ THIS INFORMATION TO THE APPLICANT(S). BY SUBMITTING THIS APPLICATION, YOU ARE CONFIRMING THAT THE APPLICANT(S) UNDERSTANDS THAT WE CAN USE THEIR INFORMATION IN THIS WAY

In order to process your application and manage your account, any information provided by you may be held by West Bromwich Building Society (as Data Controller) in our records and may be shared within West Bromwich Building Society Group of companies, as well as with Fraud Prevention Agencies and Credit Reference Agencies. For further information about how we will use your personal information and your rights under Data Protection legislation, please read the Privacy Notice that has been provided to you.

If you have any questions about the information provided, please write to the Data Protection Officer at West Bromwich Building Society, 2 Providence Place, West Bromwich B70 8AF.

☐ By checking the box you confirm that the Applicant(s) understands the declaration set out above *

* Mandatory fields

At this stage the DIP decision will be generated:
We will display a reason for any decline decision.

Decision

Product selected

15906/6829 - 2 Year Discounted Variable 1.99% until 31/05/2021 FV (Portability, Overpayments, Free Valuation (£740 max))

Decision result:

The case has been declined based on the information you have provided.

- Case DECLINE: The roof construction of the property is unacceptable

Please telephone the Intermediary Sales and Support team on 0345 241 3597 or email ist@westbrom.co.uk for further details.

For accepted cases, once you select 'next' the status of the case will show as 'DIP Illustration' produced and you are able to proceed to FMA.

Decision

Decision result:

Approved in principle

Maximum Loan amount over the requested term

£251,000

Minimum Term for the requested loan amount

Years 8 Months 2

Summary

Home

Illustration

DIP

Product switch

Case Search

My profile

SUMMARY FOR CASE

M1001340114

Residential, Purchase

Applicant Name(s)

Test##02 Screens

Loan Amount

£150,000

Estimated Valuation

£200,000

Term

Years 25

Repayment Type

Capital & Interest (Repayment)

Property

29 Buckingham Road, Wolverhampton, WV4 5TN, United Kingdom

Solicitor

-

LTV

75%

Product

15906/6829 - 2 Year Discounted Variable 1.99% until 31/05/2021 FV (Portability, Overpayments, Free Valuation (£740 max))

Application Status

DIP Illustration Produced

Proceed Options

Proceed to application

Edit DIP

Fees & Features

Completion Fee	£499
Legal Fee	£353
Procuration Fee	£600
Release of Charge	£100
Telegraphic Transfer Fee	£30
Valuation Fee	Free

Documents

AIP Certificate (Intermediary)

02/05/19 13:06

ESIS

02/05/19 13:06

Application Form

02/05/19 13:03

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Intermediary Sales and Support team
0345 241 3597
ist@westbrom.co.uk

Head Office: 2 Providence Place, West Bromwich B70 8AF
www.westbrom.co.uk

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