Affordability Calculator Guide

Contents

Outline

- **Intermediaries will continue to input and submit their mortgage applications via the Online Trading service.**
- For residential mortgages placed with the Nottingham, intermediaries will use the Affordability Calculator to record and submit their calculation.
- To access the Affordability Calculator, intermediaries will need to log-in using their Online Trading username FCA number & password. This will take them to a list of their existing affordability calculations.
- The intermediary has to input the NBS mortgage number from the Online Trading service before submitting the affordability calculation.
- Underwriters will assess the affordability results with the mortgage application and will decide to approve it, change it, refer it back to the intermediary or decline it, as appropriate.
- Once affordability calculations have been accepted intermediaries will be able to upload supporting documents via Application Manager.

Affordability Calculator used for applications

When used

- The Affordability Calculator is used by the intermediary to check that an applicant can afford the mortgage they are applying for according to The Nottingham's affordability rules.
- The Affordability Calculator must be submitted at the same time as the mortgage application. Supporting documents can be uploaded via Application Manager.

Typical flow for intermediary & underwriter

1. Do the affordability calculation – to find out how much an applicant can borrow.
2. Complete the mortgage application via Online Trading service. Make a note of the NBS mortgage number and enter this in the entry box found on the last page of the affordability calculation and submit it.
3. Upload supporting documents via Application Manager.
4. Pay the booking/valuation fee online or by cheque (if applicable).
5. The underwriting team at The Nottingham will then assess the application and update case progress via Application Manager.

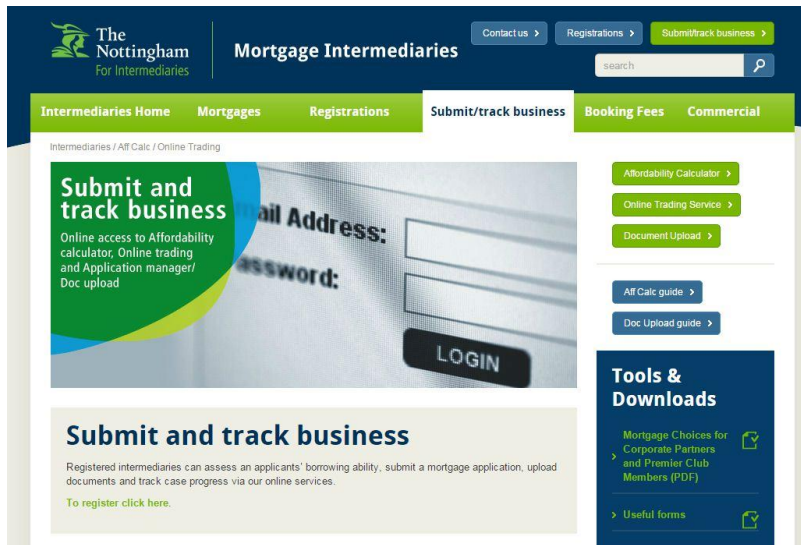# Quick Affordability Calculator

When used

- For those intermediaries who have yet to join our panel, we offer a **Quick Affordability Calculator**.

What it can't be used for

- No log-in details are required. Nothing is stored or saved and it cannot be used for submitting a mortgage application.
- Intermediaries wanting to join the panel and start submitting applications can register online via the Intermediary website.
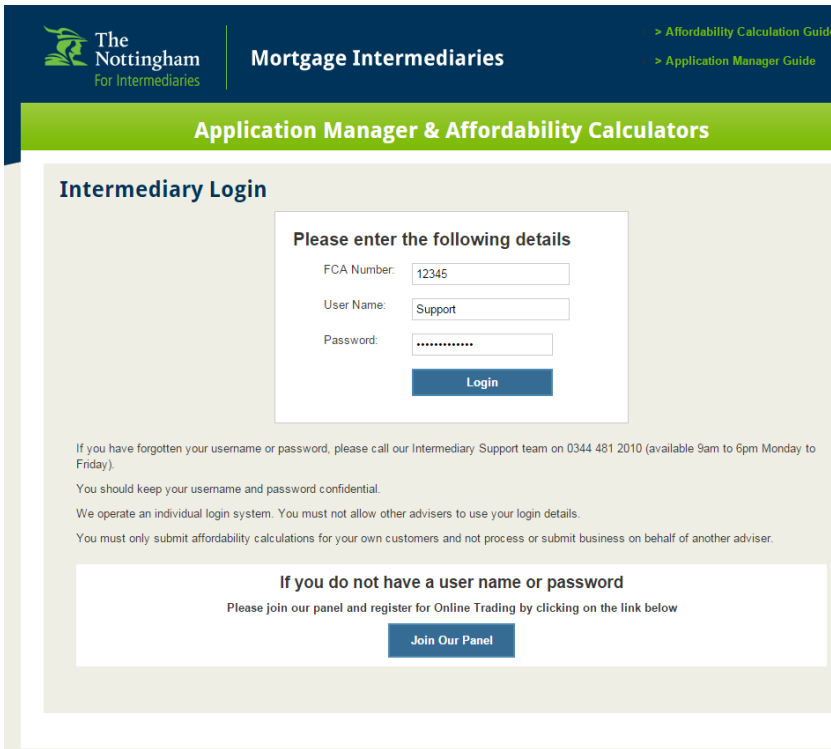
How to use the calculator

Logging In:

Click the Affordability Calculator link on the Submit/track business page
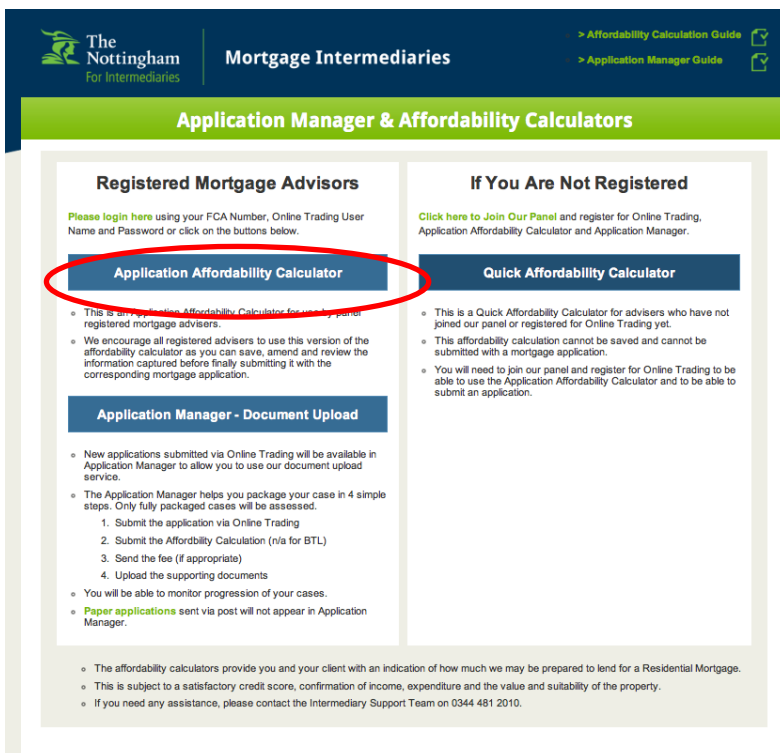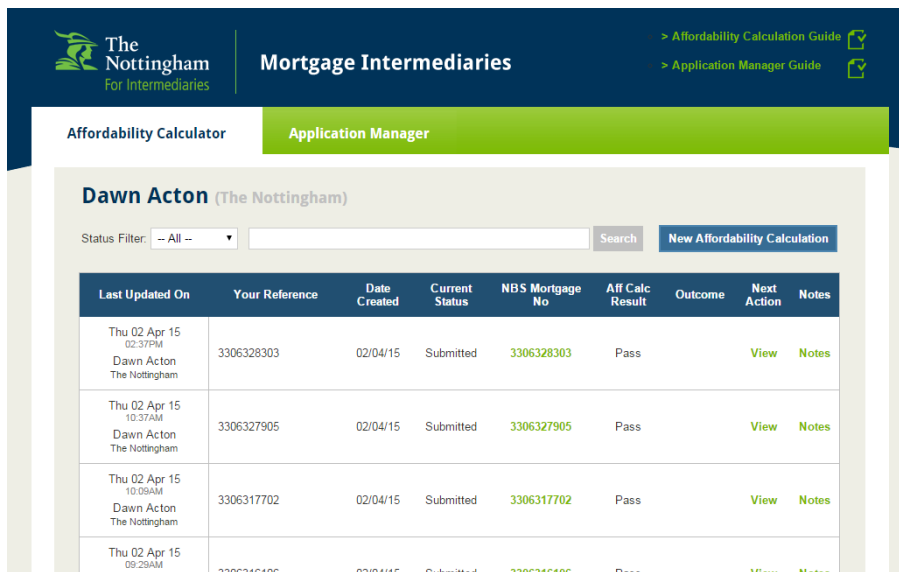

You will then be directed to the Affordability Calculator. If you are a registered member, click the **Application Affordability Calculator**.

Log-in using the registered FCA Number, User Name & Password that is used for Online Trading

Summary page

The first screen you see will be the Summary Page.

On your first visit this will be blank, but as you submit further calculations, all your existing affordability calculations will be listed here.

Note: You will be able to access the Application Manager from the tab at the top of the page – this will allow you to upload supporting documents for each case.

Create a new affordability calculation

This is done by clicking the blue button at the top right titled **New Affordability Calculation**. (See above)
You will have four screens to fill in before getting your results. The screens are: 1. Application, 2. Income, 3. Commitments, 4. Expenditure

1. Application

You will be required to enter information into the Application tab.

You will need to fill in at least all the fields marked with a *

To proceed to the next tab either press the blue **CONTINUE** button or click on the green tab titled **2.Income**.

To quit and return to the Summary page without saving, click the red **QUIT** button. To save your details for future reference, click the blue **SAVE** button.

2. Income

To enter income details you will need to firstly click the blue **ADD** button.

This will need to be done for each additional entry you wish to include.

To proceed to the next tab either press the blue **CONTINUE** button or click on the green tab titled **3. Commitments**.

To quit and return to the Summary page without saving, click the red **QUIT** button.

To save your details for future reference, click the blue **SAVE** button.

3. Commitments

Fill in the relevant fields.

To add additional fields (within Regular Monthly Deductions/Commitments) you will need to firstly click the blue **ADD** button.

This will need to be done for each additional entry you wish to include.

4. Expenditure

To add values you can either use the £ sign slider, use the + or – signs, or input the value in the box.

Boxes with * are mandatory fields

5. Results

After completing the required fields in screens 1 to 4 you will be taken to the Results page.

You will have one of three responses:

Result 1 – Within lending limits

The loan is within our lending limits. The Affordability Calculation has passed. You can now submit an AIP application on the Online Trading service.

You will need to return to this page and enter your NBS Mortgage Account number before finally submitting.

You will be able to **Save the Affordability Calculator at this point** - this will allow you to come back and edit.

Quit without saving - if you do this you will lose all the information you have input.

Submit it straight away - if you have added the mortgage account number.

Result 2 - Refer

The loan exceeds our lending limits, but we may consider the case.

The Affordability Calculator has been referred.

You will need to **Save the Affordability Calculator at this point** - this will allow you to come back and edit.

You will then need to call **0115 956 4703** and speak to our underwriters to discuss the application further.

Quit without saving- If you do this you will lose all the information you have input.

Result 3 – Exceeds lending limits

This is when the loan exceeds our lending limits. If this happens you will be provided with details of the maximum loan we will consider. If you wish to proceed on this basis you will need to lower the amount of advance to the accepted figure and update the results page and follow the steps above.

6. Submitting an affordability calculation

You have to record the valid mortgage number before submitting and you will be asked to confirm submission. The reference number to use is the 10 digit number showing against your fully submitted Online Trading mortgage application.

You cannot make changes after submitting.

If you think you have made a mistake or need to edit it you can either start a new affordability calculation or you can call **0115 956 4703** and speak to our underwriter.
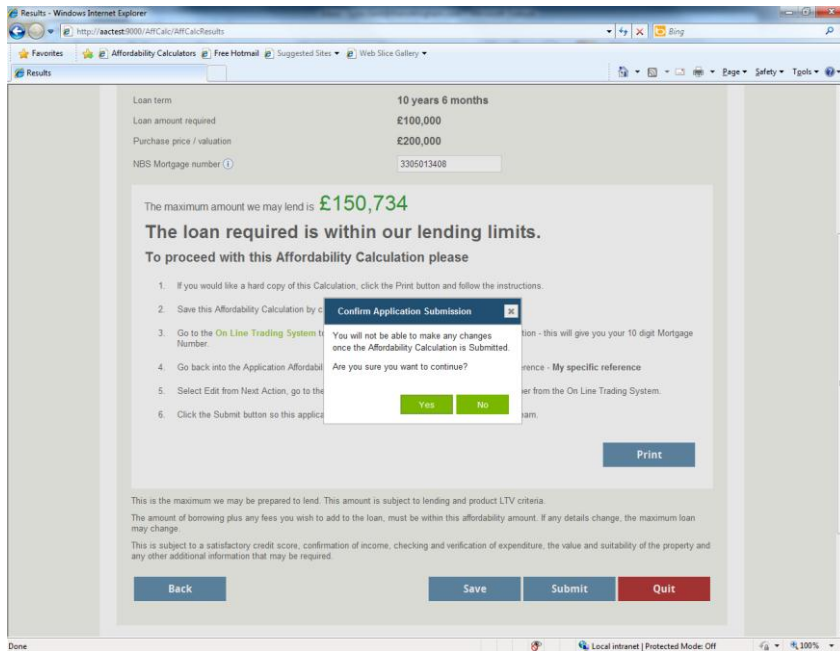
7. What next

You will need to go and upload supporting documents via Application Manager and pay the relevant booking/valuation fees (if applicable).

Final confirmation will be required to confirm you are ready for an underwriter to assess the case.

Our lending team will assess the online application, the signed declarations, the affordability calculation and the supporting documentation. You will be able to track case progress via the Application Manager.

List of activities on Summary page

1. **Search** - You can use search to find the affordability calculation you want. It will search on Your Reference and NBS Mortgage No. To return to the full list of entries, you must remove the text you inputted in the search box and press the search button again. You will see the full list again.
2. **Status filter** - Allows you to select a specific Current Status type. The drop down list contains New, Submitted, Closed, Review, Underwriter, Expired and Cancelled. These are described below.
3. **New Affordability Calculation** – You can begin a new affordability calculation.
4. **Next Action** – these are actions you can do on an existing affordability calculation. What you can do will change depending upon the Current Status of the Affordability Calculator e.g. you cannot Edit a Closed Affordability Calculator so the Edit won't show in the Next Action list.
   The statuses and functions that control the process are…
   - **Edit** – Will allow you to make changes to each of your client's applications providing the status is New or Review.
   - **View** – The View option will show you the inputs and results of the Affordability Calculator chosen – the screen shot below is just the top part of the view, all the details can be seen if you scroll down the page.
5. **Current status** – This is the status your affordability calculation is in.
   - **New** – Status when any new Affordability Calculator record is created. It stays at this status until it is submitted.
   - **Submitted** – Status when user presses the SUBMIT BUTTON to submit their Affordability Calculator application.
   - **Review** – Status when a submitted Affordability Calculator needs to be reviewed (i.e. updated) by an intermediary.
6. **Affordability Calculator Result** – This shows how your application is progressing.
   - **Approved** – Underwriters will assess a submitted Affordability Calculator against supporting documents when received. Once this is done the status will change to Closed and the Outcome will appear as Approved.
   - **Cancelled /Expired** – Affordability Calculators can be cancelled by Nottingham Underwriters if they are no longer required. These show as expired if they are out of date.
   - **Rejected** – Affordability Calculator s that do not pass our Underwriting assessment will be Rejected. This will Close the Affordability Calculator and record an Outcome of Rejected. They cannot be re-opened but can still be Viewed.

- **Refer back to initiator** – The Underwriter can pass back a submitted affordability calculation to the originator if they think it needs amending. The status changes to Review and the intermediary will be able to click on Edit to update and Submit back to the Underwriter.
- **Refer back to Underwriter** – This is used if the Underwriter wants to update a submitted Affordability Calculator themselves. The status will change to Underwriter and can now be updated by an Underwriter for them to Submit back for re-assessment. An intermediary cannot update it but again the View option is still available.

7. **Manual and Auto Notes** - Notes can be added by using the notes button. Any changes of Current Status will be recorded in the notes section automatically by the system to give a useful timeline of who has changed the status and when. Intermediaries can add supporting notes specific to the Affordability Calculator on this page, but should not add general case notes or update requests to the Affordability Calculator.

List of activities on Results page

1. Print (on the Results screen) – This will allow you to Print the Affordability Calculator inputs and results.
2. Save (on the Results screen) – This allows the intermediary to save the Affordability Calculator under their own reference number.
3. Submit (on the Results page) – this submits the Affordability Calculator to the Underwriter. You will need to have input the NBS mortgage account number (see 5) to enable you to submit the Affordability Calculator. Once submitted the status on the Summary Page will change to Submitted. It cannot be changed by anyone but an Underwriter at this status.
4. Quit – if you do not want to proceed you can quit the application. On quitting you will be taken back to the Summary Page.
5. Add / Change NBS Mortgage No. – If the Affordability Calculator has been submitted with the wrong account numbers, an Underwriter will ask the intermediary to update with the correct information. Using the Edit function you will be able to add/change the mortgage number.