

Decision in Principle

For Intermediary use only



PROGRESSIVE
BUILDING SOCIETY

September 2023

About this Guide

This guide will provide you with an overview of how to generate a Decision in Principle (DIP) for brokers. It will explain how to create an illustration, and then to convert this into a Decision in Principle (DIP) via the broker portal. Please note that when you complete a DIP, a credit search is not carried out. This will take place when you submit the full application.

If you need any help generating a Decision in Principle or have any questions regarding our broker portal in general, please call our Online Support Team on 0800 0294 997. Lines open Monday – Friday, 9.00am – 5.00pm. Alternatively, write to our head office: 33-37 Wellington Place Belfast BT1 6HH.

Generate a Decision in Principle – Step 1

To begin creating a decision in principle, click on 'New Illustration/DIP' located on the broker homepage.

The screenshot displays the Progressive Building Society broker homepage. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram, followed by the Progressive Building Society logo and the name 'Kenneth Brewster' with a user profile icon. Below this is a navigation bar with 'Home', 'Mortgage Action', and 'Contact Us' links. A search bar is located below the navigation bar, with the text 'Search customers, applications, illustrations or decisions' and a 'Search' button. Below the search bar, there are tabs for 'Illustrations 0', 'Decisions In Principle 0', 'Applications 251', and 'Pending Switches 0'. A table header is visible with columns: 'Illustration', 'Customer', 'Created Date', 'Status', 'Amount', 'Product', and 'Actions'. Below the table, it states 'No illustrations could be found' and a 'Show 10' dropdown menu. In the 'New Business' section, there are two buttons: 'New Illustration/DIP' and 'Submit an Application'. On the right side, there is a 'News And Notifications' section with three entries: '13 June 2023 at 11:39 am Broker Message', '26 April 2023 at 10:55 am This is a notice for brokers', and '14 June 2022 at 03:33 pm At Progressive, we provide a range of savings and mortgage products to help the people of Northern Ireland to become homeowners and achieve their savings goals. Commitment to our Members is at the heart of everything we do. As a mutual we do not have shareholders and therefore are owned by and run for the benefit of our Members.' Below the news section is a photo of a woman sitting at a desk with a computer, talking on a phone. An orange arrow points from the text on the left to the 'New Illustration/DIP' button.

Generate a Decision in Principle – Step 2

You will be navigated to the first screen of the journey - 'Eligibility'. Please ensure that your client meets all of the criteria presented.

If you are satisfied that your client meets the criteria, tick the checkbox confirming this and choose the application type. The three application types are: Buying a home; Remortgage and Self Build. Click the Next button to continue.

• Mortgaged property must be located in Northern Ireland
• Mortgaged property must be your client's main residence
• Minimum Mortgage Advance of £30,000
• Minimum property value of £75,000
• Applicants must be over 18 years of age
• Maximum 2 applicants
• All income used for affordability or assets used for repayment of the loan must be in sterling

Online applications must not exceed the following Loan to Value (LTV):

- 70% for Apartments (and not over 4 storeys)
- 70% if Lending in Retirement (max age at end of term is 75 for interest only and 80 for a repayment mortgage)
- 75% if Lending into Retirement (max age 75 at end of term)
- 75% for Interest Only or Part Interest Only Mortgages
- 75% for Remortgage with any element of Debt Consolidation
- 80% for Former Local Authority property

What Mortgage Applications are currently unavailable online?

- X Northern Ireland Co-Ownership loans
- X Guarantor mortgage
- X Holiday home mortgage
- X Foreign currency mortgage

Please tick the box to confirm that your client meets all the above criteria*

If your client's Mortgage Application does not meet the above online criteria, contact your local Progressive branch, we are more than happy to talk to you about your client's application. Please refer to the Society's Intermediary website for full details of the [Society's Lending Criteria](#) or contact your local branch by clicking [here](#).

Application Type

Please confirm the type of application you are submitting on behalf of your client:*

Buying a home (Must be the client(s) main residence) ▼

- Buying a home (Must be the client(s) main residence)
- Remortgage - Property already owned (Property already owned by your client(s) where they may have a mortgage)
- Self Build (The site must already be owned outright, and your client(s) must have appropriate statutory approvals in place for the build)

Cancel Save as Draft **Next →**

Step 1 of 6*

Generate a Decision in Principle – Step 3

Enter Level of Service information – whether it is Advised or Execution Only, and whether you are charging your client a fee.

Choose whether the application is sole or joint.

Enter applicant 1's personal details. If the application is joint, you will also be asked to enter applicant 2's details.

The screenshot shows a web form for 'Level of Service and Client Information'. At the top, there is a progress bar with five steps: 1. Eligibility (checked), 2. Level of Service and Client Information (active), 3. Employment and Income, 4. Client Outgoings, and 5. Product Selection. The form is divided into several sections:

- Level of Service:** Contains two dropdown menus: 'Level of service provided*' (with 'Choose an Option' selected) and 'Are you charging a fee?*' (with 'Choose an Option' selected).
- Applicants for the mortgage:** Contains a dropdown menu for 'Sole or joint application?*' (with 'Sole' selected).
- Applicant 1:** A section header with a dropdown arrow.
- Client Details:** Contains several input fields:
 - 'Preferred title*' (dropdown, 'Choose an Option' selected)
 - 'First name*' (text input)
 - 'Middle names' (text input)
 - 'Surname*' (text input)
 - 'Previous names' (text input)
 - 'What gender was your Client assigned at birth?*' (dropdown, 'Choose an Option' selected)
 - 'Marital status*' (dropdown, 'Choose an Option' selected)
 - 'Date of birth*' (text input with a calendar icon)
 - 'Age' (text input)

Generate a Decision in Principle – Step 3 (cont.)

Choose the applicant's residential status and landlord information if applicable.

Choose the client's preferred marketing consent and communication method.

Enter your client's contact details (email address and mobile number).

Click Next when complete.

For Re-mortgage cases please select 'Owner/Occupier - With Mortgage' for the first applicant and Joint Owner with first Applicant' for subsequent applicants. For Joint tenants please select Joint Tenant First Applicant for the first applicant and Joint Tenant with first applicant for the second applicant.

Residential status* ⓘ
Living With Family ▼

Marketing Consent

Progressive Building Society would like to send your client(s) information about products and services which we feel may be of interest to your client(s) by post, telephone, e-mail and text message. This may be through a third party acting on our behalf. How would your client(s) like to receive this information? If your client(s) agree to being contacted for this purpose, please indicate your client(s) agreement to each of these options:

Post

SMS

Email

Phone

Keeping in Touch

Please choose how your client(s) would like to receive information from us relating to this mortgage application. We will endeavour to use the preferred communication method, however we reserve the right to contact your client(s) via alternative methods, such as post, text message or telephone.

Email

Post

Email address* ⓘ

Mobile number* ⓘ

Cancel ← Back Save as Draft **Next →**

Step 2 of 6*

Generate a Decision in Principle – Step 4

Enter the client's planned retirement age.

Choose the client's employment type and employment basis. Enter the client's employer details if applicable, including employer name and salary.

The screenshot shows a multi-step process for generating a Decision in Principle. The current step is 'Employment and Income', which is highlighted in red. The previous steps are 'Eligibility' and 'Level of Service and Client Information', and the next steps are 'Client Outgoings' and 'Product Selection'. The form is for 'Applicant 1 - Djed Spence' and is titled 'General Employment Details'. It contains a text input field for 'Planned retirement age*'. Below this is the 'Client Employment' section, which includes a red warning message: 'You need to add at least one employment before proceeding to the next step.' There are two dropdown menus: 'Employment type*' with the selected value 'Employed/Self Employed', and 'Employment basis*' with the selected value 'Other Income'. At the bottom right, there are buttons for 'Cancel', 'Back', 'Save as Draft', and 'Next'. The page is identified as 'Step 3 of 6'.

Generate a Decision in Principle – Step 5

Enter an estimate for the client's monthly outgoings – including expenditures such as clothing, transport, gas/electric and childcare.

<< Level of Service and Client Information Employment and Income **4** Client Outgoings **5** Product Selection **6** Fees >>

▼ Applicant 1 - Djed Spence

Client Outgoings

Please enter your client's outgoings under the following headings. If expenditure is joint (i.e. paid by both applicants), please include this cost under Applicant 1 only.

Please note that if your client is purchasing for the first time, the figures provided should be estimated but realistic. This section should also include details of any additional finance or loan applications that have not started but will have started before completion of the mortgage.

If your client owns any other property, with or without a mortgage, please provide details including the address, value, loan and rental income (if applicable) in 'Additional Information' section later in the application.

You can get an indicative view of our affordability calculator [here](#).

Please note that all fields must be completed. If the expenditure is £0.00, please enter 0.

Expenditure	Amount	Action
Childcare	<input type="text"/>	↺
Alimony / maintenance	<input type="text"/>	↺
Cost of repayment strategy (interest only)	<input type="text"/>	↺
Cost of other mortgage(s) not to be re-paid	<input type="text"/>	↺
Housekeeping/food/washing	<input type="text"/>	↺
Gas/electric/oil	<input type="text"/>	↺

Generate a Decision in Principle – Step 6

Confirm the client's property value, loan amount and required term to retrieve products. Loan to Value (LTV) must be lower than 100%.

Click on 'Find Mortgages' and choose an available product from the search results.

The screenshot shows a multi-step process for generating a Decision in Principle. The current step is 'Product Selection', which is highlighted in red. The previous steps are 'Level of Service and Client Information', 'Employment and Income', and 'Client Outgoings'. The next step is 'Fees'. The form contains the following fields and options:

- Purchase Price/Property Value:** A text input field.
- Loan Amount:** A text input field.
- Product Type:** A dropdown menu with the option 'Select an Option'.
- Term:** A range slider from 6 to 40 months, with input boxes for 'Years' (20) and 'Months' (0).
- Repayment Type:** A dropdown menu with the option 'Capital and Interest'.
- Refine your search:** Checkboxes for '2 year', '3 year', 'Variable', '5 year', and 'Fixed'.
- Find Mortgages:** A red button with an orange arrow pointing to it from the text on the left.
- Your Mortgage:** A grey box with the text: 'Your mortgage summary will appear here when you start using the calculator.'
- Navigation:** 'Cancel', '← Back', 'Save as Draft', and 'Next →' buttons.
- Footer:** 'Step 5 of 6'

Generate a Decision in Principle – Step 7

Read over the terms of the fees and click the 'Create Illustration' button once satisfied.

New Illustration / Decision in Principle

Home / New Illustration / Decision in Principle

<< ✓ Level of Service and Client Information ✓ Employment and Income ✓ Client Outgoings ✓ Product Selection 6 Fees >>

Fees

Your client(s) may wish to add some of the fee(s) associated with this mortgage application to their loan. If they choose to do this, they will pay interest on the fee(s) until the mortgage is paid off in full.

To see the effect of adding fee(s) to your client(s) mortgage, please select 'Add Product Fee' before producing an illustration.

'Pay Product Fee' is the only option for valuation fee (if a valuation fee applies) and this may be paid online by debit card.

If there is an arrangement fee applicable to the loan, this has been set at 'Add Product Fee'. If your client(s) wish to pay this fee, they can do so by contacting their local branch.

There are no fees associated with the product

Cancel ← Back Save as Draft Create Illustration

Step 6 of 6*

Generate a Decision in Principle – Step 8

Here you will be presented with a generated illustration, including an overview of the information about the client, the product selected and application documents.

Click on the 'Convert to DIP' button to convert the illustration to a decision in principle.

Illustration - 70100396101

[Convert to Application](#) [Convert to DIP](#) [Delete](#)

Djed Spence Applicant Name	+447839348306 Mobile	dspace@gmail.com Email	1.29% 2 year variable discount rate Product	£70,000.00 Loan Amount	20y 0m Term
£472.86 Estimated Monthly Repayment	Submitted Status				

Client Information

Main Applicant - Djed Spence

[Hide Information](#)

Title	Mr	Date of Birth	12/08/1983
First Name	Djed	Marital Status	Single
Middle Names		What gender was your Client assigned at birth?	Male
Previous Names		Email	dspace@gmail.com
Surname	Spence	Mobile Phone	+447839348306

Address

Current address: ⓘ

Address Line 1	Progressive Bldg Soc	Address Line 4	BELFAST
Address Line 2	Progressive House	Address Line 5	
Address Line 3	33-37 Wellington Place	Post code	BT1 6HH

Residential status: Living With Family

Product Selection

Product	1.29% 2 year variable discount rate	Loan Amount	£70,000.00
Deposit Amount	£30,000.00	Term	20y 0m
Estimated Monthly Repayment	£472.86		

Broker Fee

Level of service provided: Advised

Broker fee amount: [input field]

Sole or joint application?: Sole

Application Documents

Date	Type	Action
30/08/2023, 10:51	Mortgage Illustration	Download

Generate a Decision in Principle – Step 9

The Decision in Principle has now successfully been generated.

You can then convert to an application, delete the DIP, and view the application documents.

Decision In Principle - 70100396101

[→ Convert to Application](#) [Delete](#)

Djed Spence Applicant Name	+447839348306 Mobile	dspence@gmail.com Email	1.29% 2 year variable discount rate Product	£70,000.00 Loan Amount	20y 0m Term
£472.86 Estimated Monthly Repayment	Submitted Status				

Client Information

Main Applicant - Djed Spence

[Hide Information ▲](#)

Title	Mr	Date of Birth	12/08/1983
First Name	Djed	Marital Status	Single
Middle Names		What gender was your Client assigned at birth?	Male
Previous Names		Email	dspence@gmail.com
Surname	Spence	Mobile Phone	+447839348306

Address

Current address: ●

Address Line 1	Progressive Bldg Soc	Address Line 4	BELFAST
Address Line 2	Progressive House	Address Line 5	
Address Line 3	33-37 Wellington Place	Post code	BT1 6HH

Residential status: Living With Family

Marketing Consent

Progressive Building Society would like to send you information about products and services which we feel may be of interest to you by post, telephone, e-mail and text message. This may be through a third party acting on our behalf. How would you like to receive this information? If you agree to being contacted for this purpose, please indicate your agreement to each of these options:

Product Selection			
Product	1.29% 2 year variable discount rate	Loan Amount	£70,000.00
Deposit Amount	£30,000.00	Term	20y 0m
Estimated Monthly Repayment	£472.86		

Broker Fee	
Level of service provided	Advised
Broker fee amount	
Sole or joint application?	Sole

Application Documents		
Date	Type	Action
30/08/2023, 10:58	Decision In Principle	Download
30/08/2023, 10:51	Mortgage Illustration	Download

Show 5



We hope you found this guide helpful and informative.

If you need any help using our Broker portal, please call our Online Support Team on 0800 0294 997. Lines open Monday – Friday, 9:00am – 5:00am. Alternatively, write to our head office: 33-37 Wellington Place Belfast BT1 6HH.