**Section 1**

All the below is for residential employed customers (test case number 524995656), however questions may vary depending on whether the case is a purchase or remortgage. We want all questions to be placed into two separate sections – Initial underwrite and Offer. Please remove all other section titles such as “Case admin”, “referrals” etc.

**Initial underwrite**

1 “Have you completed a customer search on eFO? Have you noted any inconsistencies between previous applications?”

2 and 3 – Condense into one question. “Is the case salutation correct and showing in the correct format? Are all names on the application spelt correctly?

4 – “If applicable, have you actioned the FCT referral on the case?”

4a – Remove.

5 – “Is the bank account on the direct debit details page in the correct name?”

6 – Remove.

7 – Remove.

8 – “Has the correct option been selected for the reason for capital raising” for remortgage applications. For purchase applications, change to “Is the deposit acceptable and has the source of deposit section on EFO been updated?”

9 – Remove “Has evidence of the separation (i.e. Decree Nisi) been received / requested?”

10 – Remove “Confirmation required via EBDR report”

11 – Remove

12 – Remove

13 – Remove

14, 15, 16, 17 – Remove. Instead add in one question which says “Has a 12 month employment history been received?”

18 – Leave as it is.

19, 20. 21, 22 – Remove (they are the same question but for another applicant).

23 – Leave as it is.

24 - Split the two questions (each needs to have its own YES/NO/NA box.)

25 – Leave as it is.

26 – Leave as it is.

27 – Remove

28 – Remove

29 – Remove all text that follows after the first question

30 – Remove.

31 – “Is the property suitable for the number of occupants?”

32 – “Is the number of years left on the lease at the end of the term acceptable? 70yrs for interest only & 40yrs for C&I.”

33 – Remove.

34 – “Has a two-year address history been verified?”

36 – “Have you considered the credit profile? For example, usage of credit accounts, adverse credit, sufficient amount of CAIS, payday loan/home credit history, tier allocation etc.”

37 – If a standalone search has been carried out, has this been uploaded to EFO?

38 – Remove.

39 - Is there a DMP alert on the EBDR or has the customer declared that they’re in a DMP? If so, obtain 12-month proof of payments and input the monthly payment into expenditure.

40 – Remove.

41 - Has proof of residential mortgage payments been confirmed via the Experian or Call Credit report?

42 – Has the 27AuthScore refer code appeared? If so, please obtain ID & POR.

Add in new question – “If the applicant has a second job, have they held both jobs for over twelve months?”

Add in new question – “Have directorships from Companies House been checked?”

Add in new question – “Has the Credit Risk review flag been raised?”

Add in new question – “Have you added 3% of all outstanding defaults and CCJ’s into the expenditure section?

43, 44 & 45 – Leave as it is.

Add in new COVID questions – Initial

* Has the broker disclosed that an applicant has been furloughed or utilised a payment holiday?
* Has the broker disclosed that an applicant has utilised a payment holiday?
* If required, have the payment holiday and furlough forms been completed correctly? If not, does this affect the creditability of the case?
* Is there evidence of any undisclosed furlough or payment holidays? If so, have you requested the payment holiday/furlough form?
* Is the customer employed within a high-risk sector?
* Is the customer employed in a role where there’s concern over job security?
* Have you considered a local lockdown and area tiers?

**Offer**

46 – Remove.

47 – Remove.

48 - Remove the text that’s within the brackets (double counting).

49 – Remove.

50 – Leave as it is.

51 – Remove.

52 – Remove.

53 – Remove.

54 – Change to “Are the EBDR and BIQs on the case in date?”

55 – Leave as it is.

56 – Leave as it is.

57 – If applicable, are the ID and permanent rights to reside documents satisfactory?

58 – Has a two-year address history now been verified?

59 – Leave as it is.

60 – Leave as it is.

61 – Leave as it is.

62 – Remove.

63 – Remove.

64 – “Are the payslips still in date and have you added your income calculation to your rationale?”

65 – “Have all deductions on payslips been considered/factored in?”

66 – Same as previous applicant (duplicated question)

67 – As above

68 – As above

69 – As above

Add in new COVID questions – OFFER

* Do we have correctly completed payment holiday and furlough forms on file?
* Do we have evidence on file to confirm that the customer is no longer furloughed?
* Do we have proof of the first payment being made post payment holiday?
* Have the COVID questions on EFO been updated (furlough, payment holiday etc)?
* Are you satisfied with the employment stability?
* Have you considered how any foreseeable future lockdown may affect employment?
* If there were concerns over the customers employment sector/job security, have you added why you are comfortable within your rationale?

Leave in free format text boxes for q70-q76. We want one additional box to be included below:

“Please add your COVID rationale below:”  
\*Add COVID free format text box\*

**Section 2**

All the below is for residential self-employed customers (test case number 461291468), however questions may vary depending on whether the case is a purchase or remortgage. We want all questions to be placed into two separate sections – Initial underwrite and Offer. Please remove all other section titles such as “Case admin”, “referrals” etc.

All questions apart from the below should be amended as per the above employed section as the questions are mostly the same.

Questions that are specific to Self-employed applicants:

**Initial**

15 – Leave as it is.

16 – “Have you requested an SA302 & TYO, an accountant’s certificate or the latest set of accounts that’s dated within the last twelve months?”

17 – “For company directors, have been able to verify the business on Companies House?”

18 – Leave as it is

New question to be added – “Has a BIQ been uploaded to EFO?”

New question to be added – “Does the applicants accountant meet Vida requirements?”

NEW COVID QUESTIONS – Initial

* Has the broker disclosed that a customer has utilised a payment holiday?
* If required, has the payment holiday form and self-employed factfind been completed correctly? If not, does this affect the creditability of the case?
* Have you identified a BBL, SEISS grant(s), CBIL or any small business grants?
* If yes to the above question, how do they propose to repay the loan (if applicable), and will this adversely affect the sustainability of the business and the applicant’s earnings?
* Is there evidence of any undisclosed payment holidays? If so, have you requested the payment holiday form?
* Is the customer self-employed within a high-risk sector?
* Have you requested either three business months business bank statements
* If applicable, have you requested supporting documentation to assess whether their recent earnings are in line with the income seen on the latest SA302?
* Have you considered a local lockdown and area tiers?

**Offer**

60 – Leave as it is.

61 – Remove.

NEW COVID QUESTIONS – OFFER

* Do we have a correctly completed payment holiday form on file?
* Have you received documentation/information on the BBL, SEISS grant(s), CBIL or small business grants?
* Do we have proof of the first payment being made post payment holiday?
* Have the COVID questions on EFO been updated (BBL, SEISS grants, payment holiday etc)?
* Are you satisfied with the self-employment stability?
* Have you considered how any foreseeable future lockdown may affect self-employment?
* If there were concerns over the customers self-employed sector/job security, have you added why you are comfortable within your rationale?

Leave in free format text boxes for q70-q76. We want two additional box to be included below:

“Please add your COVID rationale below:”  
\*Add COVID free format text box\*

“Please add your LIR rationale below”

\*Add in LIR free format text box\*

**BTL**

All the below is for BTL. Rather than having a form for employed and a form for self-employed customers, we want just one BTL form for all cases, however questions may vary depending on whether the case is a purchase or remortgage. Test case number 891528145 has been used. We want all questions to be placed into two separate sections – Initial underwrite and Offer. Please remove all other section titles such as “Case admin”, “referrals” etc.

1. “Have you completed a customer search on eFO? Have you noted any inconsistencies between previous applications?”
2. “Is the case salutation correct and showing in the correct format? Are all names on the application spelt correctly are the DOB correct for all applicants?”
3. “Has a two-year address history been verified?”
4. If applicable, have you requested ID and permanent rights to reside documents?
5. “Have you considered the credit profile? For example, usage of credit accounts, adverse credit, sufficient amount of CAIS, payday loan/home credit history, tier allocation etc?”
6. “If a standalone search has been carried out, has this been uploaded to EFO?”
7. “Is there a DMP alert on the EBDR or has the customer declared that they’re in a DMP? If so, obtain 12-month proof of payments.”
8. Have you obtained proof of residential mortgage payments?
9. “Has the correct option been selected for the reason for capital raising” for remortgage applications. For purchase applications, change to “Is the deposit acceptable and has the source of deposit section on EFO been updated?”
10. “If applicable, have you actioned the FCT referral on the case?”
11. “Is the bank account in the correct name? If SPV application, do we have SPV bank account details?”
12. “Will the customer(s) pass their 85th birthday during the mortgage term?”
13. “Have you considered the applicants ability to cover rental voids?”
14. If the customer is self-employed or currently/previously furloughed, do you have the latest months bank statement on file which shows sufficient funds (excluding deposit funds for purchase) to cover 3 months Vida payments or regular rental income from the property/portfolio?
15. Have you identified any payment holidays? If so, obtain the payment holiday form and proof that the payment holiday has finished
16. Create question that asks, “Is top up required?” If underwriter selects yes, the below additional questions appear:

* “Employment: Do you have the latest three months’ payslips?”
* “Self-employment: Do you have the latest SA302 & TYO?”
* “Has the expenditure page been fully completed?”
* “If applicable, have you keyed in their residential mortgage as a mortgage to be included within affordability on the expenditure page”
* “Have you considered other expenditure such as childcare costs, student loans, DMP payments, maintenance payments etc?”

1. \*\*\* for remortgages only\*\*\* “Are Vida’s funds being used to consolidate debt? If yes, have you obtained a debt consolidation declaration and have you added the debts to be repaid condition?”
2. \*\*\* for remortgages only\*\*\* “Is there an existing mortgage on the security? If yes, do you have proof of payments on file?”
3. “Has the security property been purchased/remortgaged within the last 6 months? If yes, refer to the lending policy.”
4. “Is the number of years left on the lease at the end of the term acceptable? 70yrs for interest only & 40yrs for C&I”
5. Create question that asks, “Is the customer a portfolio landlord?” If the underwriter selects yes, the below additional questions should appear:

* Do they have twelve months landlord experience.
* Do you have a signed business plan?
* Have you verified mortgage conduct and property value checks on a minimum of 25% of the portfolio or 5 properties (whichever is higher)?
* If the complex portfolio refer code has appeared (98PrtLLCom), have you obtained completed cashflow and asset & liability statements?
* Does the portfolio’s LTV sit at below 80%?
* Is the portfolio self-funding at 125% or higher?
* If an individual property is above 80% or has rental coverage of below 125%, have you commented on why you are happy to proceed?

1. Have you considered the risk of this being a backdoor residential?
2. If the security is a flat, have you checked Vida’s exposure?
3. Is there a family connection between the applicant(s) and the tenant (voters roll data, rental payments seen on bank statements etc)?
4. Is this a let to buy? If yes, have you obtained a copy of the offer/KFI and have you investigated the onward purchase?

Create a question that asks, “Is the application in a limited company name? If the underwriter selects yes, the below questions should appear:

1. Does the company have acceptable SIC codes?
2. Are the customers the only directors and shareholders?
3. Have you reviewed the BIQ search?
4. If adverse is found on the BIQ, have you amended the tier?
5. Are you comfortable that this is not a trading company?

**Offer**

1. If top up is being used, has the income and expenditure pages been correctly completed?
2. Are the EBDR and BIQs on the case in date?
3. If applicable, are the ID and permanent rights to reside documents satisfactory?
4. Have you uploaded your final portfolio assessment, and does it show that the portfolio is within Vida’s allowable limits? Have you provided additional commentary on the portfolio within your rationale?
5. Have you mentioned the rental yield in your rationale?
6. Have you received proof of residential mortgage payments?
7. Are there any planning consent comments? If yes, then the property consents condition must be added.
8. Were any rights of way or easements noted? If yes, then the vehicular condition must be added.
9. Are there any adverse comments from the valuer? If yes, have you have commented on this within your rationale?
10. Has the valuer confirmed that there’s demand for both owner occupation and for letting?
11. Is the property in a suitable condition for letting?
12. If applicable, have you added additional conditions such as parking, radon gas, mining, new build (if built within the last ten years) etc?

Leave in free format text boxes for q63-q69. We want one additional box to be included below:

“Please add your COVID rationale below:”  
\*Add COVID free format text box\*