

When submitting cases for new or existing contractors, follow these steps when completing your Decision in Principle (DIP).

- A** Within the Applicant Employment details select 'Fixed Term Contract' from the drop-down:

The screenshot shows the 'Applicant Employment' section of the application form. The 'Fixed Term Contract' option is highlighted in a red box. The form includes sections for Employment Status, Income, Secondary Income, Other Sources of Income, and Income changes.

Applicant: O'Malley#72
Case Reference: M001339034

Navigation: Home, Products, Literature, Illustration, **DIP**, Case Search, User Profile, Logout

Applicant 1 Details: Applicant Details, Applicant Address Details, **Applicant Employment**, Applicant Commitments, Adverse Details

Household Expenditure: Household Expenditure, Property Details, DPA & Credit Search Permission, Decision Result, Fees, Case Summary

Employment Status *

Employment Status * **A** Fixed Term Contract (v)

Full time * Yes No

Occupation *

Employed since *(mm/yyyy) To 9/2017

Has contract previously been renewed? * Yes No

Will contract be renewed or has an alternative contract been secured? * Yes No

Income	Assessable income
Basic salary (Incl any Car Allowance) *	<input type="text"/>
Overtime	<input type="text"/>
Commission	<input type="text"/>
Bonus	<input type="text"/>
Allowance	<input type="text"/>

You must press the calculate button before you can proceed.

Secondary Income

To see our policy on income [click here](#)

Secondary employment? * Yes No

Other Sources of Income

To see our policy on income [click here](#)

Other sources of income? * Yes No

Income changes

Does the applicant foresee any changes in the level of their income or expenditure which may affect their ability to meet the mortgage repayments? * Yes No

- B** The 'Employed since' date should be inputted to reflect the date that the applicant started contracting and not the start date of the current contract.
- C** Income from the contract should be keyed as 'Basic salary' and should be calculated in the following way: $\text{Income} = \text{weekly rate} \times 48$.

The screenshot shows a web-based application form for a contractor. The top navigation bar includes links for Home, Products, Literature, Illustration, DIP, Case Search, User Profile, and Logout. The left sidebar contains a list of sections: Pre-requisite Questions, Applicant & Loan Type & Intermediary Declaration, Submission Details, Loan Details, Applicant 1 Details (Applicant Details, Applicant Address Details, Applicant Employment, Applicant Commitments, Adverse Details), Household Expenditure, Property Details, and DPA & Credit Search Permission. The main content area is titled 'Employment Status' and includes the following fields:

- Applicant: Moore#472, Case Reference: M601339621
- Employment Status: Fixed Term Contract (dropdown)
- Full time: Yes No
- Occupation: Engineering Contractor
- Employed since: 01/2014 (highlighted with 'B') To: 9/2017
- Has contract previously been renewed: Yes No
- Will contract be renewed or has an alternative contract been secured?: Yes No
- Income section with columns for Income and Assessable income:
 - Basic salary (Incl any Car Allowance): £60,000 (highlighted with 'C')
 - Overtime: £0
 - Commission: £0
 - Bonus: £0
 - Allowance: £0

A 'Calculate' button is located at the bottom right of the form.

- D** Multiple Contracts - where an applicant is working on more than one contract at a time we will consider income from this source as well, at 100%. This should be inputted as 'Secondary Income' in the same way as shown above:

Fees
 Case Summary

Secondary Income **D**

To see our policy on income [click here](#)

Secondary employment * Yes No

Employment Status * Fixed Term Contract

Full time * Yes No

Occupation * IT Contractor

Employed since *(mm/yyyy) 06/2014 To 9/2017

Has contract previously been renewed * Yes No

Will contract be renewed or has an alternative contract been secured? * Yes No

	Income	Assessable income
Basic salary (Incl any Car Allowance) *	<input type="text"/> £20,000	<input type="text"/> £0
Overtime	<input type="text"/>	<input type="text"/> £0
Commission	<input type="text"/>	<input type="text"/> £0
Bonus	<input type="text"/>	<input type="text"/> £0
Allowance	<input type="text"/>	<input type="text"/> £0

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