



Rome updates Friday September 12, Broker ROME profiles, ROME reminder

Rome updates taking place Friday, September 12

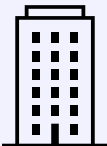


Thank you for your valuable feedback, we are continuously seeking ways to support you by improving elements of the mortgage journey. With this in mind, we are delighted to announce the following upgrades:

- Property type - Name change from Maisonette to Studio
- European Health Insurance Card (EHIC) now acceptable as proof of PPSN
- Change in Proposal placeholders have been renamed

Please find further details on each of these updates below.

Property type- Name change from Maisonette to Studio



In this upgrade, The dropdown option of ‘Maisonette’ for type of property is being changed to ‘Studio’. This is to support the recent credit policy update in relation to Studio apartment lending

Please see screenshot below of how the dropdown will look with this upgrade:

What type of property is it? *

Number of bedrooms *

Vacant possession *

Explain possession

Bungalow semi detached

Please select

House detached - With Basement

House semi detached - With Basement

House terraced

House terraced - With Basement

Studio

Town house

Town house - With Basement

What type of property is it? *

Studio



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European Health Insurance Card as proof of PPSN

In this upgrade, a new document type ‘European Health Insurance Card (EHIC)’ can now be accepted as proof of PPSN. There will be a new dropdown option for the EHIC in the proof of PPSN placeholder.

The Full PPSN (also known as Personal Identification Number) must be clearly visible on the document uploaded

Screenshots below show an example of a EHIC card as well as the dropdown options in the proof of PPSN placeholder after the upgrades

OverviewCase documentsMessages30Upload your documents

All applicants

Assessment

Proof of PPSNPublished

Upload ONE of the following documents, depending on your employment status, as proof of your Personal Public Service Number (PPSN):

Employed

- Employment Details Summary (formerly known as a P60)
- Payslip (if PPSN is noted on the payslip)
- European Health Insurance Card (EHIC)

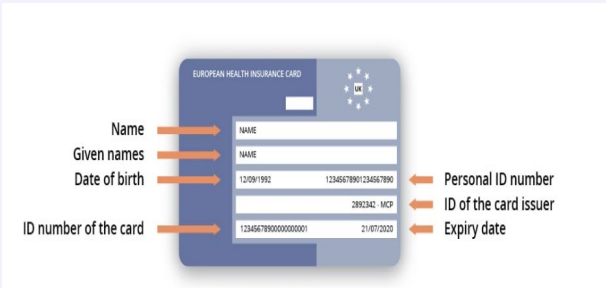
Self employed

- Revenue Doc (Form 11, Self-Assessment)
- European Health Insurance Card (EHIC)

Unemployed / Non-working applicant

- Medical Card
- Employment Details Summary (formerly known as a P60)
- Revenue Doc (Form 11, Self-Assessment)
- European Health Insurance Card (EHIC)

Document typePlease selectUpload



Please select

Please select

Employment Detail Summary (EDS)

European Health Insurance Card (EHIC)

Medical Card

Payslip (if PPSN is noted on the payslip)

Tax Return (Form 11/12)



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Change in Proposal placeholders have been renamed

In this upgrade we have renamed the Change in proposal placeholders to ‘Update a document’

They will change in the Assessment, Pre-Completions and Completions placeholder sections.

Assessment

Update a document - Assessment

Published

Document type

Please select

Please select

Bank statement

Business bank statements

Business current account statement

Signed / Certified financial statements / accounts for the last 2 years

Confirmation of tax affairs

Current mortgage lender statement

Upload

Reviewed

Reviewed

Reviewed

Pre-completion

Update a document - Pre-Completions

Published

Document type

Please select

Please select

Architect's/Engineer's/Building Surveyor's Initial Report

Proof of Divorce

Proof of gifted funds <35k

Proof of rental income - Amateur

Proof of rental income - Professional

Proof of Separation

Upload

Published

Published

Published

Completion

Update a document - Completions

Published

Document type

Please select

Please select

Building Energy Rating (BER) Certificate

Confirmation of discharge of other loans

Confirmation of existing property sale and purchase of new property

Confirmation of site purchase

Confirmation of sole name registration

Deed of Assignment for Bank of Ireland Deposit Account

Upload

Published

Published

Published



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Reminder:

Within the ‘Update a Document placeholders’ there can be additional ‘Notes’ which show what additional documents are required. This will be particularly useful at Change in Proposal stage or after an AIP issues and you need to see the documents/information which are required for a Letter of Offer.

This will clarify what is required from your customer and help the mortgage journey be as smooth as possible.

To display these notes, you must expand the placeholder by clicking on the arrow highlighted in the images below

Broker ROME profiles

A quick reminder; All users of ROME **must be registered** on ROME with **their own** individual **profile**. To protect the security of your profile, It is essential that all team members log in with their individual credentials and refrain from using shared or borrowed profiles.



ROME Reminder

Reminder not to use ‘copy case’ functionality where old application is split

Please be reminded that the ‘copy case’ functionality cannot be used on cases which the previous application had been split. Copying a split case would result in the information not being copied correctly to the new application and would result in delays in processing time for you and your customers.

