

Happy New Year. Welcome to our first newsletter of 2022!

CHANGE IN PROPOSALS

We have made some enhancements to our CIP process following recent feedback.

CIP Template

We have shortened our Change in Proposal template by removing some information. We expect this will be easier to follow and more user friendly.

Note - this template should be copied and pasted into a Case Message on Rome as per current process.

CIP Guide

To assist you when requesting a change in proposal, we have put together a guide to help you establish what documents you need for each stage of the application.

➤ AIPs < 3 months

▪ House hunter to property specific

- ✓ Full Change in proposal required
- ✓ Core Documents – Documents must be within a 3 month timeframe
 - Bank statements must be provided from last transaction date originally submitted
 - Most recent payslip/non Bank of Ireland statements/ deposit receipt/HTB docs (if applicable)
 - Confirm funding & DRA for new proposal

▪ Property Specific - Change in property

- ✓ Full Change in proposal required
- ✓ Core Documents - Documents must be within a 3 month timeframe
 - Bank statements must be provided from last transaction date originally submitted
 - Most recent payslip/non Bank of Ireland statements
 - Confirm funding & DRA for new proposal

➤ Loan Offer < 3 months - Change in property

- ✓ Full Change in proposal required
- ✓ Core Documents - Documents must be within a 3 month timeframe
 - Bank statements must be provided from last transaction date originally submitted
 - Most recent payslip/non Bank of Ireland statements
 - Confirm funding & DRA for new proposal

➤ AIP or Loan Offer > 3 Months

- ✓ Full change in proposal required
- ✓ Up to date payslips, all non Bank of Ireland bank statements, Deposit Receipt
- ✓ Please note in relation to demonstrated repayment ability – statements required from last transaction on statements provided from most recent assessment.

If Rate/Term Change only – Case message required confirming new rate/term and confirm no other changes to proposal plus Core Documents (if older than 3 months), most recent payslip and non BOI bank statements (minimum 1 month)

➤ Changes to Funding

- ✓ Savings have increased and gift reduced – please provide evidence of full balance of funds along with supporting documents such as statements showing how this was accumulated.
- ✓ If gift condition needs to be removed, a new loan offer will be required, new funding statement to be sent on ROME as a case message along with evidence of funds now available.
- ✓ Core documents – Up to date payslips
- ✓ Up to date statements for all non BOI banked customers