



July 2012

DWF LOANS: AGREED UPON PROCEDURE CHECKLIST FOR UNSECURED CONSUMER LOANS

No.	Criterion	Level of assurance	AN Code
1.	Account Number	The account number must agree to the primary system of record for the loan.	
2.	Originator	The originator must agree to the primary system of record for the loan.	AN 3
3.	Name	The name must be agreed to: <ul style="list-style-type: none"> • the borrower's name held on the primary system of record for the loan; • the paper record of the application and offer. 	
4.	Address	The property address must be agreed to: <ul style="list-style-type: none"> • the address held on primary system of record for the loan; • the paper record of the application and offer. The address must be confirmed to be in England, Scotland, Wales or Northern Ireland.	
5.	Date of Birth	The date of birth must agree to the primary system of record for the loan.	
6.	Loan Purpose	The purpose of the loan must agree to the primary system of record for the loan.	AN 37
7.	Income Verification	Unless the loan is clearly classified as a "self certified" loan, confirm whether there is any evidence of income verification or validation of affordability criteria at the time of origination.	AN 25
8.	Borrower income	The borrower's income agree must agree with the income confirmation in the files relating to each Loan.	AN 23
9.	Credit Assessment	Confirm that a credit assessment of the obligor has been performed in accordance with the lending criteria extant at the time of loan origination.	
10.	County Court Judgements	The following items must be agreed to the primary system of record for the loan: <ul style="list-style-type: none"> • combined value of unsatisfied CCJs, • number of unsatisfied CCJs, • age of last CCJ prior to completion • prior bankruptcy order/IVA • year discharged (prior bankruptcy order)/years satisfactorily conducted (IVA) 	AN 73-78
11.	Signatures	For each file, the original loan application should be checked to ensure they have been signed in the correct space.	
12.	Amount Advanced	The original amount advanced should be agreed to: <ul style="list-style-type: none"> • the primary system of record for the loan; and • the paper record of the offer. 	AN 31
13.	Scheduled Payment Due	The next contractual scheduled payment due should be agreed to the credit agreement in the files relating to each Loan.	AN 36
14.	Currency	Where the system of record can support loans in different currencies, the currency must be agreed to the system of record.	AN 5
15.	Original Term	The original term must agree to the primary system of record for the loan.	AN 29
16.	Origination Date	The origination date must be agreed to the primary system of record for the loan.	AN 27
17.	Maturity Date	The maturity date must be agreed to the primary system of record for the loan.	AN 28

18.	Term	The remaining term of the loan must be validated against the system of record.	AN 30
19.	Current Principle Balance	The current principal outstanding balance must be agreed to the primary system of record for the loan.	AN 32
20.	Current Balance inc. Principal, Accrued Interest and Fees	The current outstanding balance including principal, accrued interest and fees must be agreed to the primary system of record for the loan.	AN 33
21.	Payment Type	The repayment type must be agreed to the primary system of record for the loan.	AR 72
22.	Interest Rate	The following items must be agreed to the primary system of record for the loan: <ul style="list-style-type: none"> • interest rate type, • current interest rate basis, • current interest rate. 	AN 40-41 AN 52
23.	Credit Score	The bureau score value must be agreed to the primary system of record for the loan.	AN 82
24.	Arrears Balance	The current arrears balance (less total payments received to date and any amounts capitalised) must be agreed to the primary system of record for the loan.	AN 43
25.	Arrears Balance Capitalised	The total current capitalised arrears balance must be agreed to the primary system of record for the loan.	AN 44
26.	Number of Days in Arrears	The number of days in arrears must be agreed to the primary system of record for the loan.	AN 45