

# Mortgage advice

At the end of this unit, candidates should be able to understand the:

- house-buying process, from making an offer to completion and the key parties involved;
- different types of borrowers and how to meet their individual mortgage needs;
- different types of mortgage product and repayment options and their suitability for the client;
- legislative and regulatory position of mortgages and the requirements of a mortgage adviser.

Summary of learning outcomes	Number of questions in the examination*
1. Understand the rules relating to the regulation of mortgages according to the Mortgages and Home Finance: Conduct of Business Sourcebook (MCOB).	6
2. Understand the house-buying process, the key parties involved and their roles.	10
3. Understand the different forms of valuation and survey, the factors that affect property values, and the implications for consumers and mortgage lenders.	12
4. Understand the common types of borrower and how their main mortgage-related requirements may differ, what factors may disqualify people from borrowing and the purpose of additional security including that of guarantors.	6
5. Understand the economic context for giving mortgage advice.	2
6. Understand the role of a mortgage adviser and the importance and principles of providing advice, including the key factors affecting the advice given.	6
7. Understand the fees and charges involved in property transactions, including purchase/sale, remortgage, further advance and equity release.	6
8. Understand the main features of mortgage related protection products, their uses and lenders' requirements.	5
9. Understand the principles, procedures and legal implications associated with raising additional money and transferring mortgages.	8
10. Understand the risks associated with debt consolidation for the consumer and the implications for mortgage lenders.	2
11. Understand the implications, rights and remedies for the borrower and the lender of non-payment of the mortgage and associated products.	4
12. Understand the main provisions made by the State to assist homeowners and homebuyers.	4
13. Understand the main requirements of the legislation affecting homeownership, tenure and mortgage finance.	3
14. Understand the key features and structure of mortgage products and their interest rate options.	17
15. Understand the key features of the different types of mortgage capital and interest repayment options.	9
16. Analyse consumers' circumstances and recommend appropriate mortgage solutions to specific consumers' circumstances.	25 case study related questions

\*The test specification has an in-built element of flexibility. It is designed to be used as a guide for study and is not a statement of actual number of questions that will appear in every exam. However, the number of questions testing each learning outcome will generally be within the range plus or minus 2 of the number indicated.

## Important notes

- **Method of assessment:** 100 multiple choice questions (MCQs) and 5 case studies, each comprising 5 MCQs. 3 hours are allowed for this examination.
- This syllabus will be examined from 1 September 2013 until 31 August 2014.
- Candidates will be examined on the basis of English law and practice in the tax year 2013/2014 unless otherwise stated.
- Candidates should refer to the CII website for the latest information on changes to law and practice and when they will be examined:
  - 1) Visit [www.cii.co.uk/qualifications](http://www.cii.co.uk/qualifications)
  - 2) Select the appropriate qualification
  - 3) Select your unit on the right hand side of the page

- 1. Understand the rules relating to the regulation of mortgages according to the Mortgages and Home Finance: Conduct of Business Sourcebook (MCOB).**
  - 1.1 Describe the rules regulating mortgages according to the Mortgages and Home Finance: Conduct of Business Sourcebook (MCOB).
  - 1.2 Apply the MCOB requirements to client circumstances.
- 2. Understand the house-buying process, the key parties involved and their roles.**
  - 2.1 Describe the house buying process and the roles of key parties involved.
- 3. Understand the different forms of valuation and survey, the factors that affect property values, and the implications for consumers and mortgage lenders.**
  - 3.1 Explain the different forms of valuation and survey and the limitations of each.
  - 3.2 Describe the factors that affect property values and the information contained within reports.
  - 3.3 Describe the principal types of property defect and their implications for consumers and mortgage lenders.
- 4. Understand the common types of borrower and how their main mortgage-related requirements may differ, what factors may disqualify people from borrowing and the purpose of additional security including that of guarantors.**
  - 4.1 Describe the common types of borrower.
  - 4.2 Describe the options available to different types of borrower.
  - 4.3 Explain what factors may disqualify people from borrowing.
- 5. Understand the economic context for giving mortgage advice.**
  - 5.1 Describe the UK property market and mortgage lending sector, and the main conditions that affect them.
- 6. Understand the role of a mortgage adviser and the importance and principles of providing advice, including the key factors affecting the advice given.**
  - 6.1 Describe the role of a mortgage adviser.
  - 6.2 Explain the importance and principles of providing advice.
  - 6.3 Explain the process of assessing customer's affordability.
  - 6.4 Calculate a customer's affordability.
- 7. Understand the fees and charges involved in property transactions, including purchase/sale, remortgage, further advance and equity release.**
  - 7.1 Describe the fees and charges involved in property transactions.
  - 7.2 Calculate the fees and charges involved in property transactions.
- 8. Understand the main features of mortgage related protection products, their uses and lenders' requirements.**
  - 8.1 Explain the main features and uses of mortgage related protection products.
  - 8.2 Explain the lenders' requirements for advising on mortgage related protection products.
- 9. Understand the principles, procedures and legal implications associated with raising additional money and transferring mortgages.**
  - 9.1 Explain the principles, procedures and legal implications associated with raising additional money and transferring mortgages.
- 10. Understand the risks associated with debt consolidation for the consumer and the implications for mortgage lenders.**
  - 10.1 Explain the risks associated with debt consolidation for the consumer and the implications for mortgage lenders.

## 11. Understand the implications, rights and remedies for the borrower and the lender of non-payment of the mortgage and associated products.

- 11.1 Explain the implications, rights and remedies for the borrower for non-payment.
- 11.2 Explain the implications, rights and remedies for the lender for non-payment.
- 11.3 Explain the legislation regarding repossessions.

## 12. Understand the main provisions made by the State to assist homeowners and homebuyers.

- 12.1 Describe the main provisions made by the State to assist homeowners and homebuyers.

## 13. Understand the main requirements of the legislation affecting homeownership, tenure and mortgage finance.

- 13.1 Describe the legislation affecting all aspects of homeownership, tenure and mortgage finance in the United Kingdom.

## 14. Understand the key features and structure of mortgage products and their interest rate options.

- 14.1 Describe the main types of mortgage.
- 14.2 Describe the different interest rate options available to lenders.

## 15. Understand the key features of the different types of mortgage capital and interest repayment options.

- 15.1 Describe the types of residential mortgage repayment options available.
- 15.2 Describe the implications and obligations placed on the borrower.

## 16. Analyse consumers' circumstances and recommend appropriate mortgage solutions to specific consumers' circumstances.

- 16.1 Analyse consumers' circumstances and recommend appropriate mortgage solutions to specific consumers' circumstances.

## Reading list

The following list provides details of various publications which may assist with your studies.

**Note: The examination will test the syllabus alone.** The reading list is provided for guidance only and is not in itself the subject of the examination. The publications will help candidates keep up-to-date with developments and will provide a wider coverage of syllabus topics.

CII/Personal Finance Society members can borrow most of the additional study materials below from Knowledge Services.

CII study texts can be consulted from within the library. For further information on the lending service, please go to [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge).

## CII study text

Mortgage advice. London: CII. Study text CF6.

## Additional reading

Additional reading materials are available through the library or on the Knowledge Services website.

New materials are added frequently – for information about new books and articles in your area of interest, please visit [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) or email [knowledge@cii.co.uk](mailto:knowledge@cii.co.uk).

## Books (and ebooks)

A practitioner's guide to mortgage regulation. Chris Cummings. Old Woking, Surrey: City & Financial, 2007.

## Factfiles and other online resources

Recent developments in mortgage product design. Brad Baker. London: CII Knowledge Services. Updated as necessary. Available online via [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII/Personal Finance Society members only).

The regulation of mortgage business. Richard Fox. London: CII Knowledge Services. Updated as necessary. Available online via [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII/Personal Finance Society members only).

The regulation of mortgage intermediaries. Tony Wiltshire and Brad Baker. London: CII Knowledge Services. Updated as necessary. Available online via [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII/Personal Finance Society members only).

Further articles and technical bulletins are available at [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII and Personal Finance Society members only).

## Journals and magazines

Mortgage introducer. London: Publishing Group. Fortnightly. Also available online at [www.mortgageintroducer.com](http://www.mortgageintroducer.com)

Financial solutions. London: CII. Six issues a year. Also available via [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII/Personal Finance Society members only).

## Reference materials

Lamont's glossary: the definitive plain English money and investment dictionary. Barclay W Lamont. 10th ed. London: Taxbriefs, 2009. Also available online at [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII/Personal Finance Society members only).

Harriman's financial dictionary: over 2,600 essential financial terms. Edited by Simon Briscoe and Jane Fuller. Harriman House, 2007. Also available as an ebook via [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII/Personal Finance Society members only).

The professional adviser's factfile. Taxbriefs. London: Taxbriefs. Looseleaf.

## Examination guide

An examination guide, which includes a specimen paper, is available to purchase via [www.cii.co.uk](http://www.cii.co.uk).

If you have a current study text enrolment the specimen paper is included, as a mock test, via Revisionmate ([www.revisionmate.com](http://www.revisionmate.com)). Details on how to access this resource are on the first page of the study text.

## Exam technique/study skills

There are many modestly priced guides available in bookshops. You should choose one which suits your requirements.