

# How to Convert an AIP to a Full Application form

1. On the Lendex home page, click the **Actions** button next to the application you wish to convert. 
2. Click **Convert** from the drop-down menu.

Lender	Status	Description	Send	
Haven AIP	Ready to Send	Form complete and valid		Case Details
Haven AIP	Incomplete	Form incomplete		New
Haven AIP	Incomplete	Form incomplete		Edit
Haven AIP	Incomplete	Form incomplete		<b>Convert</b>
Haven AIP	Incomplete	Form incomplete		View
Haven AIP	Incomplete	Form incomplete		Archive
Haven AIP	Incomplete	Form incomplete		Hold
Haven AIP	Incomplete	Form incomplete		Delete

3. Choose the **Full Mortgage Application** type you wish to convert to and click **Convert**.

Convert Application

Full Mortgage Applications    Agreements In Principle

Haven FMA

Agreements In Principle

4. The lenders FMA will now open with the AIP's information prepopulated.
5. Once this form is completed please **Validate, Save** and **Close** Form.
6. Now you are ready to **Send and Track** the FMA.

For assistance, please contact MortgageBrain Support on **01-254-4938**