

Set up Commercial Unit details

Draft

Function

Receive details from Property Manager – Portfolio Variation Form (PVF) or Lease

Go to unit on Qube

Update the unit summary screen with new lease details

Unit Maintenance Diaries

Go to interest tab

Click edit

For each heading in use

Save

Unit Type – Commercial
Tenure – CommLease
Status – Tenanted
Lease Term – From PVF/Lease

Create diary events between – Start/end of lease
Confirm Creation of each diary – tick
Status for new diary – Active
For attention of – Property Manager

Calculate interest – Tick
Above base – Tick
Bank – BARCLAYS
Interest Rate – See PVF/Lease
From Due Date – See PVF/Lease
Days Grace – See PVF/Lease

Next rent review – from PVF/Lease
Break Clause – From PVF/Lease
Landlord/Tenant Option – From PVF/Lease

Action to take – delete
Limit action to – All except complete

Save

Update Diaries

Create diary

Commercial Credit Controller

Set up Commercial Tenant details – NOT MOD

Draft

Function

Receive details from Property Manager – Portfolio Variation Form (PVF) or Lease

Go to unit on Qube

Go to Tenant Tab.
Select New.

User Info tab

Go to Service Charge tab

Save. Double click into tenant you have just set up

Go to Charges Tab. Click New.

Save

Change reference number to next in the sequence

Suppress demands – Untick
Suppress Arrears Letters – Untick
Demand Suite – COMMERCIAL
Correspondence – Emailed
Email Correspondence – To all applicable
Do not send SMS
Payment method – As Applicable
VAT number – leave
Landlord & Tenant Act – Check PVF/Lease
Type is usually contracted out – Check PVF/Lease

Insert period only if applicable – check PVF/Lease

Update tenant details from PVF/
Lease

If there is a rent free period – set up charge for that period with 0 rent and change description to rent free period

Charge Start Date – Date of Lease (unless rent free period)
Periodicity – Legal Quarters/Monthly
Ignore Date Charged to
Heading – Commercial Rent Vatable/
Non-vatable
Description – Automatic
VAT due on – Invoice
Annual nett charge – from PVF/Lease

Commercial Credit Controller

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Select New.

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Go to Service Charge tab

Save. Double click into tenant you have just set up

Go to Charges Tab. Click New.

Save

Change reference number to next in the sequence

Suppress demands – Untick
 Suppress Arrears Letters – Untick
 Demand Suite – MOD2 for rent/water/elec
 Demand suite – MOD for security/grass cutting
 Correspondence – Emailed
 Email Correspondence – To all applicable
 Do not send SMS
 Payment method – As Applicable
 VAT number – leave
 Landlord & Tenant Act – Check PVF/Lease
 Type is usually contracted out – Check PVF/Lease

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