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Maintenance Deductions

(Tantum eruditi sunt liberi)

Maintenance Preferences.....	3
Maintenance Deductions	3
Make a Property Maintenance Deduction.....	3
Make a Landlord Maintenance Deduction	4

Maintenance Preferences

Using the standard search criteria enter the criteria to locate your property to add preferences to and tick the box next to it.

Type in the preferences that you want to set to this property and click add. The preference will be added to the list, click finish to end. When you add a job the preferences will be displayed for you to note before arranging the job.

SEARCH CRITERIA

Branch: Area:

Street: Key Bunch: Reference:

MAINTENANCE PREFERENCES

Name:

Preference:

Name	Preference Description	
Authorisation	all work to be authorised by landlord	<input type="checkbox"/>
Electrical	Always use Cathays Electrics	<input type="checkbox"/>
Plumbing work	don't use mr plumber	<input type="checkbox"/>
washing	under guarantee	<input type="checkbox"/>

PROPERTY SEARCH RESULTS

Property
<input checked="" type="checkbox"/> 41 Cathays Terrace, CF24 4AD

Maintenance Deductions

Make a Property Maintenance Deduction

The selection of Make a Property Maintenance Deduction means that the system can split the maintenance deduction levied between the landlords, according to their % Ownership and the invoice lists the deduction under the appropriate property.

Search for the property to make the maintenance deduction on and click the next action button.

SEARCH CRITERIA

Street: Branch / Area:

Key Bunch: Reference:

PROPERTY SEARCH RESULTS

Property	Area / Branch
<input checked="" type="checkbox"/> 33 Heol Cartref CF33 3HC	Bridgend Training Branch Branch

SEARCH CRITERIA

Forename:

Surname: Branch:

RESULTS

Name	Branch
<input checked="" type="checkbox"/> Gavin Evans Contractor at '41 North Road, CF35 5CC' of type Maintenance	Training Branch

MAINTENANCE DEDUCTION
33 Heol Cartref, CF33 3HC

Landlord	Main Account Balance	Float Balance	Available to Deduct	NRL Applies
Jamie Amos(50.00% Share, Main Contact)	-£57.50	£0.00	N/A	No
Gavin Evans(50.00% Share)	-£162.00	£200.00	N/A	Yes

Contractor: Gavin Evans Contractor Main Balance: £0.00

Amount:

Description:

NRL Exempt Payment

Search for the Contractor to be paid and click the next action button

Enter the maintenance invoice amount and a more comprehensive description if required.

If this payment is exempt from NRL, tick the box (it is ticked by default). If the box is cleared, NRL will be applied to this payment. If the Landlord must have tax deducted from them (under the Inland Revenue Non Resident Landlord Scheme) then you should apply NRL to this Pay a Supplier transaction in order for the Landlord to be refunded NRL for this expense. The only type of expense that NRL should not be refunded against is Capital Expenditure (this is usually building work which constitutes an improvement to the property).

MAINTENANCE DEDUCTION
33 Heol Cartref, CF33 3HC

Landlord	Main Account Balance	Float Balance	Available to Deduct	NRL Applies
Jamie Amos(50.00% Share, Main Contact)	-£67.50	£0.00	N/A	No
Gavin Evans(50.00% Share)	-£162.00	£200.00	N/A	Yes

Contractor: Gavin Evans Contractor Main Balance: £0.00

Amount: 40

Description: Maintenance by Gavin Evans for 33 Heol Cartref

NRL Exempt Payment

The next screen will ask you to confirm the deduction. Click finish on the action buttons

Once again if you check in view account activity at the Activity/Transaction you will see a complete breakdown of the deduction

ACTIVITY 3869 TRANSACTIONS

Transaction	Description	Amount
<input type="checkbox"/> 5852	Maintenance by Gavin Evans for 33 Heol Cartref Type: Authorised, Journal Created by: Jamie Amos Created : 03/03/2009	
	Maintenance by Gavin Evans for 33 Heol Cartref (50.00% Share) Account: Supplier Payments (NRL Exclusive) Detail: Gavin Evans, 33 Heol Cartref, CF33 3HC	-£20.00
	Maintenance by Gavin Evans for 33 Heol Cartref (50.00% Share) Account: Supplier Payments (NRL Exclusive) Detail: Jamie Amos, 33 Heol Cartref, CF33 3HC	-£20.00
	Maintenance by Gavin Evans for 33 Heol Cartref Account: Main Detail: Gavin Evans, Contractor at '41 North Road, CF35 5CC' of type Maintenance	£40.00

Make a Landlord Maintenance Deduction

Selecting *Make a Landlord Maintenance Deduction* is not a deduction to be linked to a specific property. This deduction is taken straight from the landlord.

SEARCH CRITERIA

Forename: Tom
Surname: Jones Branch: Training Branch

RESULTS

Name	Branch
<input checked="" type="checkbox"/> Tom Jones Landlord at '32 Dellig Street, CF32 6TR'	Training Branch

Search for and select the landlord whom the deduction is to be levied on. Click next on the action buttons

Select the Contractor as the recipient of the payment and click the next action button

SEARCH CRITERIA

Forename:
Surname: moore Branch: Training Branch

RESULTS

Name	Branch
<input checked="" type="checkbox"/> Mike Moore Contractor at '29 Bullfinch Road, CF61 1BR' of type Maintenance	Training Branch

MAINTENANCE DEDUCTION
From Tom Jones to Mike Moore

Landlord	Main Account Balance	Float Balance	Available to Deduct	NRL Applies
Tom Jones	£0.00	£0.00	N/A	No

Contractor: Mike Moore Contractor Main Balance: £0.00

Amount: 30

Description: Maintenance by Mike Moore

NRL Exempt Payment

Enter the amount of the deduction and a description. Click the next action button

Confirm the payment to be made and click the finish action button

MAINTENANCE DEDUCTION
From Tom Jones to Mike Moore

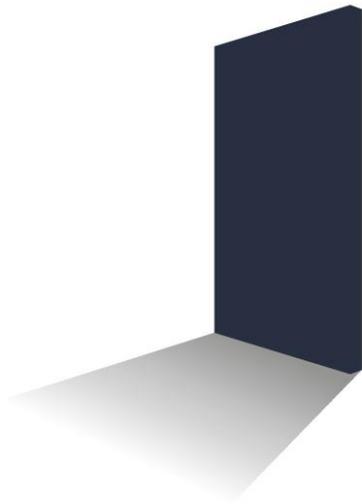
Landlord	Main Account Balance	Float Balance	Available to Deduct	NRL Applies
Tom Jones	£0.00	£0.00	N/A	No

Contractor: Mike Moore Contractor Main Balance: £0.00

Amount: 30

Description: Maintenance by Mike Moore

NRL Exempt Payment



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