

Account Enquiries

028 9026 9258

Lines open 2pm – 5.30pm Mon-Fri

belfastcreditcontrol@lsh.ie

Fax 028 9024 4057

Postal Address

Lambert Smith Hampton

Clarence House

4-10 May Street

Belfast

BT1 4NJ

How to Make Payment

By Bank Transfer

You can transfer money straight into our account by bank transfer (Faster Payment/BACS/CHAPS)

Please ensure you quote your tenancy reference number when making payment in this way

You can find our bank account details on the front of this invoice

By Post

Cheque payee as detailed on the front of this invoice

Detach the remittance slip from the bottom of this invoice

Place both items in an envelope and send to the address above

About Your Charge

Rent

Payment due to Landlord for the use of property or land as per the lease terms

Ground Rent

Payment due to Freeholder of the property as per the lease terms

Licence Fee

Payment due to Landlord for the use of property or land as per the licence terms

Service Charge (On Account/Fixed)

Regular contribution towards final maintenance costs pertaining to development/property occupied

Service Charge (Balancing)

Adjustment of "on account" service charge contribution following audit of year end accounts and calculation of final expenditure

Insurance

Recharge of insurance costs in accordance with the lease terms

Utilities (Electricity/Gas)

Recharge of utilities consumption in accordance with the lease terms