

Doing it the right way.



Viewable Contractor Invoices Online

0333 240 8325
enquiries@lpmonline.co.uk
www.lpmonline.co.uk

Viewable Contractor Invoices Online

Transparent and informative property management

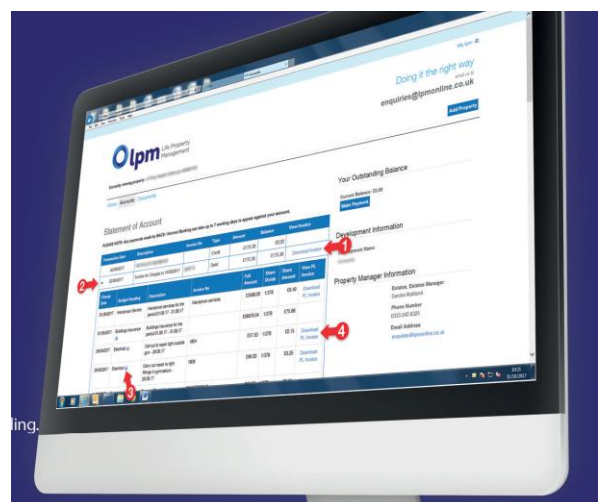
Life Property Management continue to sustain high levels of business growth and are working even harder to deliver improved communication and transparency to our clients.

Our aim is to ensure we are transparent and informative on all matters related to the property management of client developments.

My lpm gives clients the ability to access, review and download the most important information specifically pertaining to their development and delivers the ability for clients to view online the Contractor Invoices relative to their latest service charge account. This functionality ensures complete transparency of charges and gives clients a full breakdown and understanding of Contractor charges.

Life Property Management lead the way within the Scottish property management and factoring industry and it remains our commitment to deliver exceptional customer service to our clients.

Accessing Contractor Invoices online could not be easier.



Glasgow Office:
Regent Court, 70 West Regent Street,
Glasgow G2 2QZ
T: 0333 240 8325 | F: 0141 333 1116
E: enquiries@lpmonline.co.uk

Aberdeen Office:
Westpoint House, Prospect Road
Arnhall Business Park, Westhill AB32 6FJ
T: 01224 737 272 | F: 01224 766 901
E: enquiries@lpmonline.co.uk

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Accessing Contractor Invoices Online

To access the Contractor Invoices for your latest service charge account, log on at **My lpm** via our website. If you have not yet registered at **My lpm**, visit www.lpmonline.co.uk and follow the **My lpm** link.

- Visit our website www.lpmonline.co.uk.
- Go to My lpm login page.
- Input your username and password.
- Click on the 'Accounts' tab. You will now see a page detailing all your service charge invoices and payments.
- A PDF of your service charge invoice can be viewed by clicking the 'Download Invoice' link.
- Locate the service charge invoice that you want to view then click on the down arrow located to the left of the transaction date.
- An itemised list of the costs detailed on your invoice will appear under each budget heading.
- Hover over '?' to see the explanation of what is included within each budget heading.
- Click on 'Download PL Invoice' then 'Open' to view a PDF of the invoice received from the contractor.

Exceptions

Due to data protection laws there are some invoices that will not be viewable for homeowners. For example, invoices received from our solicitor in relation to the pursuit of debt of individual homeowners.

If no link exists for View PL Invoice, no document is available.

Please note, contractor invoices are not viewable for developments billed in advance of the charge period. This information is available when the Year End Accounts are produced. For further information, please see 'Viewing Year End Account on **My lpm**'.



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lpm are committed to continued investment in Client Communication

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