



**PORT OF LEITH**  
HOUSING ASSOCIATION

**Paying your Factoring Invoice**

We issue invoices quarterly in April, July, October and January. We bill fixed charges (grounds, stair cleaning etc) in advance and all other work in arrears. We ask that full payment be made within 28 days of receipt of your invoice.

You can pay your invoice using the following methods:

- Direct debit
- Bank transfer
- Standing order
- AllPay card (if you have one, if you don't then let us know and we'll order one)

Please ensure you use our reference from your invoice to help us identify the payment.

Our bank details are:

- Bank of Scotland
- Account Number: 00756644
- Sort Code: 80-02-38



**Chief Executive: Heather Kiteley MBA, FCMA, CGMA**

**Port of Leith Housing Association Limited**

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Scottish Charity SC027945 Property Factor Registration PF000283

Financial Conduct Authority Registration FRN772734

