



Landlords Tax Services Ltd (LTS),
Shaw House,
Pegler Way,
Crawley,
West Sussex RH11 7AF.

Date

Dear Sirs,

These are the terms under which I/we would like you to deal with my/our annual U.K. tax liability with the UK Inland Revenue on my/our behalf for all years commencing year ended 5th April 200.....

You will:

- obtain copies of my/our rental statements prepared by my/our lettings agent, showing rental income and expenditure;
- obtain details from me/us (which I/we will promptly provide upon receiving your request) of other expenditure I/we have incurred in maintaining my rental income and details of my journeys to the U.K.;
- prepare my/our annual rental account and complete my/our annual U.K. Income Tax Return and submit it to me/us for approval and signature;
- upon receiving the approved and signed return from me/us, submit it to the Inland Revenue on my/our behalf and advise me/us and my/our lettings agent of the amount and dates of tax to pay;
- will charge a fee in accordance with your terms and conditions.

I/we:

- will give you all the information that you need without holding any back;
- hereby accept ultimate responsibility for the completeness and accuracy of my/our U.K. Income Tax Returns;
- will tell you without delay if I/we are dissatisfied with your work;
- hereby accept these terms and will pay you promptly upon demand or where my/our lettings agent manages the property, authorise my/our lettings agent to pay you your fees out of the next available rent;
- hereby confirm that I/we are resident in /and
- **hereby confirm that I/we have read and understood the Terms & Conditions**

Yours faithfully,

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Signed (Name) Signed (Name)

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Home address Home address