

ENGAGEMENT LETTER



FROM

and

TO

LANDLORDS TAX SERVICES LTD
Davenport House,
16 Pepper Street,
London E14 9RP,
United Kingdom

Home Address

Dear Sirs,

These are the terms under which I/we would like Landlords Tax Services Ltd to assist us with my/our annual UK tax compliance obligations for all years commencing with the year ended 5th April 20 _ . This instruction will continue year on year until either party provides written notice to the other of the termination of this agreement.

I/we

- Will promptly provide to you all the information that you require and it will be both complete and accurate.
- Will provide you with a record of the income and expenditure on my/our rental property(ies). (This may be in the form of a spreadsheet or in the form of copy agent's statements).
- Accept the ultimate responsibility for the completeness and accuracy of my/our UK tax returns and the responsibility for meeting all deadlines.
- Will tell you immediately if I/we are dissatisfied with your work.
- Confirm that I/we have read and understood your Terms and Conditions and accept that they are part of this agreement.
- Will pay you promptly on demand in accordance with the terms and conditions.
- Confirm that I/we are resident in _____
- Confirm that my/our personal information may be shared with the other signatory to this letter.

Landlords Tax Services Ltd will ask you for the information it requires and upon receipt will:

- Prepare your lettings accounts adjusted for UK taxation purposes
- Prepare your UK tax return(s) and submit it/them to you for approval.
- File the tax returns with HMRC and notify you of any tax and when it is due.
- Charge a fee in accordance with the fee scale published on our web site or as otherwise agreed in writing with you.

Yours faithfully,

Signed _____

Signed _____

Date _____

Date _____

LANDLORDS TAX SERVICES LIMITED

Registered office: Suite 1, 3rd Floor, 11-12 St. James's Square, London SW1Y 4LB

T +44 (0) 20 7510 9696 E info@landlordstax.co.uk W landlordstax.co.uk