

ENGAGEMENT LETTER

Landlords Tax Services

Davenport House
16 Pepper Street
London E14 9RP
United Kingdom

Name _____

Address _____

Date _____

Dear Sirs,

These are the terms under which I would like Landlords Tax Services Ltd (LTS) to assist me with my **Making Tax Digital (MTD) and Income Tax** compliance obligations for all years starting from tax year 2026-27 (from 6th April 2026). This instruction will continue year on year until either party provides written notice to the other of the termination of this agreement.

I:

- Will promptly provide to Landlords Tax Services Ltd all the information required, and the information will be: on-time, complete and accurate.
- Authorise Landlords Tax Services Ltd to register me for Making Tax Digital (MTD) and create the account in the HMRC system.
- Confirm that I am resident in the United Kingdom.
- Confirm that I have read and understood Landlords Tax Services Ltd's Terms and Conditions (landlordstax.co.uk/terms) and Landlords Tax Services Ltd's Privacy Policy (landlordstax.co.uk/privacy) and accept that they are part of this agreement.
- Will pay the fees charged by Landlords Tax Services Ltd promptly on demand.
- Will tell Landlords Tax Services Ltd immediately if I am dissatisfied with your work.
- An initial one-off fee of £35 is payable by all *new* clients in respect of Anti-Money Laundering compliance checks.

QUARTERLY (MTD) digital updates

- Will provide Landlords Tax Services Ltd by the 10th day of the month following each quarter end (quarter ends are: 30th June, 30th September, 31st December, 31st March) with:
 - quarterly records of receipts and payments of my UK rental property(ies) using the LTS Income & Expenditure workbook (Excel file) provided, or agent's statements.
 - quarterly records of receipts and payments of my foreign rental property using the LTS Income & Expenditure workbook (Excel file) provided, or agent's statements. I will provide one workbook for each foreign rental property.
 - quarterly records of receipts and payments of my UK Self Employment activity using the LTS Income & Expenditure workbook (Excel file) provided.
- Confirm that the data I supply to Landlords Tax Services Ltd will be: on-time, complete and accurate, and authorise Landlords Tax Services Ltd to submit it with HMRC without my prior approval.

ANNUAL tax return

- Accept the ultimate responsibility for the completeness and accuracy of my UK tax return and the responsibility for meeting all deadlines.

Landlords Tax Services Ltd, upon receipt of the information required:

QUARTERLY (MTD) digital updates

- Will maintain the client's digital bookkeeping records.
- Will prepare the client's quarterly digital updates of income and expenditure.
- Will submit the quarterly digital updates with HMRC.
- Will notify the client of any errors, omissions, or exclusions. (If the data has been supplied on a workbook, Landlords Tax Services Ltd will amend the workbook and send the client the updated workbook.)

PLEASE NOTE: that if further corrections are required, they can be made in a subsequent update without penalty.

ANNUAL tax return

- Will prepare the client's lettings accounts, adjusted for UK taxation purposes.
- Will prepare the client's annual UK tax return and submit it to the client for approval.
- Will submit the approved UK tax return to HMRC and notify the client of any tax liability and when it is due.

I have read and understood the following notice:

Since 25th May 2018, it has been a legal requirement for Landlords Tax Services Ltd (LTS) to inform its clients about how it collects process and stores personal data of clients. LTS will only store data which is necessary and data which is not required is destroyed in the correct manner. LTS is GDPR compliant with secure methods in-place to ensure clients' data is fully protected.

LTS will not share clients' data with any external organisations or individuals in or outside the EEA other than to the limited amount required for it to provide UK taxation services to clients, to communicate with clients when it considers it appropriate and to manage its own business.

Clients have the legal right at any time to withdraw their consent to LTS retaining their personal data. If a client would like to withdraw consent, he or she should contact LTS on the following email address **maurice@landlordstax.co.uk**. LTS reserves the right to retain some records for its own commercial protection and to satisfy the UK Money Laundering Regulations as amended from time to time.

I have read the full LTS Privacy Policy and the LTS Terms and Conditions which are located on the LTS website. I consent to receiving communications from Landlords Tax Services Ltd by email, telephone or by letter.

I confirm that you may share my personal financial/tax information with _____
(joint owner(s) or another individual I may nominate).

Yours faithfully,

Signed _____

Date _____