ENGAGEMENT LETTER

Landlords Tax Services
Davenport House
16 Pepper Street
London E14 9RP
United Kingdom

Name(s) _____

Address _____

_____

_____

_____

Date _____

Dear Sirs,

These are the terms under which I/we would like Landlords Tax Services Ltd (LTS) to assist us with my/our UK **Capital Gains Tax** compliance obligations to Report and Pay within 60 days of transfer/disposal, and to prepare the CGT pages of the year end UK Self-Assessment return(s), if applicable. 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.
- Accept the ultimate responsibility for the completeness and accuracy of my/our UK Capital Gains Tax Return(s) and accept 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 (landlordstax.co.uk/terms) and Privacy Policy (landlordstax.co.uk/privacy) 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 (if applicable).

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

- Prepare its client's Capital Gains Tax calculation(s) for UK taxation purposes.
- Prepare its client's UK Capital Gains Tax return(s) and submit it/them to the client for approval.
- File the Capital Gains Tax return(s) with HMRC and notify the client of any tax payable, and when it is due.
- Charge a fee which is *estimated* to be in the region of £520 per disposal (for each Report & Pay return). If the CGT pages of the year end UK Self-Assessment return(s) are required (in most cases), the additional charge is £180 for each return. (£625 for 2 Report and Pay returns for *2 joint owners* and £251 for 2 sets of CGT pages for *2 joint owners*.) Complex structure disposals will attract additional charges.
- An initial one-off fee of £35 is payable by all *new* clients in respect of Anti-Money Laundering compliance checks.

Downloaded from landlordstax.co.uk

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/we 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.

Yours faithfully,

Signed _____ Date _____

Signed _____ Date _____

Downloaded from landlordstax.co.uk