

Letter Ref: post-30

"Landlord Forename" "Landlord Surname"
"Landlord Address 1"
"Landlord Address 2"
"Landlord Address 3"
United Kingdom
CO00 0DE

11/11/2008

Dear "Landlord Forename" "Landlord Surname"

Re: Tax Self Assessment Return

Enclosed is a summary of your income and expenses for the year end 2007 in order to help you with your Tax Self Assessment Return. We have also included a pre-filled copy of the Land and Property Section of your tax return.

The pre-filled amounts on the Land and Property Section will only take into account rent and expenses that we have handled for you. The figure provided in the 'Rents and other income from land and property' is based on any rent collected by us in the tax year (not the rent contractually due).

Please contact us if you require further assistance.

Yours sincerely,

Andrew Whitmore
"Company Name"

Name

 Fill in these
boxes first

"Landlord Forename" "Landlord Surname"

If you want help, look up the box numbers in the Notes.
Tax reference
Are you claiming Rent a Room relief for gross rents of £4,250 or less?
 (Or £2,125 if the claim is shared?)

 Read the Notes on page LN2 to find out
 - whether you can claim Rent a Room relief; and
 - how to claim relief for gross rents over £4,250

Yes

If 'Yes', tick box. If this is your only income from UK property, you have finished these Pages

Is your income from furnished holiday lettings?

If not applicable, please turn over and fill in Page L2 to give details of your property income

Yes

If 'Yes', tick box and fill in boxes 5.1 to 5.18 before completing Page L2

Furnished holiday lettings in the UK

- Income from furnished holiday lettings **5.1** £

- Expenses** (furnished holiday lettings only)

<ul style="list-style-type: none"> Rent, rates, insurance, ground rents etc. 5.2 £ Repairs, maintenance and renewals 5.3 £ Finance charges, including interest 5.4 £ Legal and professional costs 5.5 £ Costs of services provided, including wages 5.6 £ Other expenses 5.7 £ 		
5.8 £		
<small>total of boxes 5.2 to 5.7</small>		
5.8 £		
<small>box 5.1 minus box 5.8</small>		
5.9 £		

Net profit (put figures in brackets if a loss) **5.9** £

- Tax adjustments**

<ul style="list-style-type: none"> Private use 5.10 £ Balancing charges 5.11 £ Capital allowance 5.13 £ 	
5.12 £	
<small>box 5.10 + box 5.11</small>	
<ul style="list-style-type: none"> Tick box 5.13A if box 5.13 includes enhanced capital allowances for designated environmentally beneficial plant and machinery 5.13A 	

Profit for the year (copy to box 5.19). If a loss, enter '0' in box 5.14 and put the loss in box 5.15 **5.14** £

Loss for the year (if you have entered '0' in box 5.14) **5.15** £

- Losses**

<ul style="list-style-type: none"> Loss offset against 2005-06 total income 5.16 £ Loss - relief to be calculated by reference to earlier years 5.17 £ Loss offset against other income from property (copy to box 5.38) 5.18 £ 	
<small>see Notes, page LN4</small>	
<small>see Notes, page LN4</small>	

Other property income

Income

• Furnished holiday lettings profits	5.19	£	copy from box 5.14	
• Rents and other income from land and property	5.20	£2,673.96		5.21 £0.00 <small>Tax taken off</small>
• Chargeable premiums	5.22	£		
• Reverse premiums	5.22A	£		boxes 5.19 + 5.20 + 5.22 + 5.22A 5.23 £

Expenses (do not include figures you have already put in boxes 5.2 to 5.7 on Page L1)

• Rent, rates, insurance, ground rents etc.	5.24	£		
• Repairs, maintenance and renewals	5.25	£50.00		
• Finance charges, including interest	5.26	£		
• Legal and professional costs	5.27	£314.18		
• Costs of services provided, including wages	5.28	£		
• Other expenses	5.29	£		total of boxes 5.24 to 5.29 5.30 £
Net profit (put figures in brackets if a loss)	5.31	£		box 5.23 minus box 5.30 5.31 £

Tax adjustments

• Private use	5.32	£		
• Balancing charges - including those arising under Business Premises Renovation Allowance which should also be included in box 23.8	5.33			box 5.32 + box 5.33 5.34
• Rent a Room exempt amount	5.35	£		
• Capital allowances - including Business Premises Renovation Allowance which should also be included in box 23.7	5.36			
• Tick box 5.36A if box 5.36 includes a claim for 100% capital allowances for flats over shops	5.36A			
• Tick box 5.36B if box 5.36 includes enhanced capital allowances for designated environmentally beneficial plant and machinery	5.36B			
• Landlord's Energy Saving Allowance	5.36C	£		
• 10% wear and tear	5.37	£267.39		
• Furnished holiday lettings losses	5.38	£	copy from box 5.18	total of boxes 5.35 to box 5.38 5.39 £
Adjusted profit (if a loss, enter '0' in box 5.40 and put the loss in box 5.41)	5.40	£		boxes 5.31 + 5.34 minus box 5.39 5.40 £
Adjusted loss (if you have entered '0' in box 5.40)	5.41	£		boxes 5.31 + 5.34 minus box 5.39 5.41 £
• Loss brought forward from previous year	5.42	£		
Profit for the year	5.43	£		box 5.40 minus box 5.42 5.43 £

Losses etc

• Loss offset against total income read the note on page LN8	5.44	£	
• Loss to carry forward to following year	5.45	£	
• Tick box 5.46 if these Pages include details of property let jointly	5.46		
• Tick box 5.47 if all property income ceased in the year to 5 April 2006 and you do not expect to receive such income again, in the year to 5 April 2007	5.47		

Now fill in any other supplementary Pages that apply to you.
Otherwise, go back to page 2 of your Tax Return and finish filling it in.

Annex Information

Rent collected within the period 06 April 2006 to 05 April 2007

"Property Number" "Property Address 1", CO00 0DE (Purchased Property:25/01/2007)

25/01/2007	Rent Payment for "'Property Number" "Property Address 1", CO00 0DE' from "'Tenant Forename" "Tenant Surname"	£500.00
25/01/2007	Rent Payment for "'Property Number" "Property Address 1", CO00 0DE' from "'Tenant Forename" "Tenant Surname"	£500.00
25/02/2007	Rent Payment for "'Property Number" "Property Address 1", CO00 0DE' from "'Tenant Forename" "Tenant Surname"	£500.00
25/03/2007	Rent Payment for "'Property Number" "Property Address 1", CO00 0DE' from "'Tenant Forename" "Tenant Surname"	£500.00
04/04/2007	Rent Payment for "'Property Number" "Property Address 1", CO00 0DE' from "'Tenant Forename" "Tenant Surname"	£345.20
05/04/2007	Rent Payment for "'Property Number" "Property Address 1", CO00 0DE' from "'Tenant Forename" "Tenant Surname"	£328.76

Property Total: £2,673.96

Total: £2,673.96

Repairs, maintenance and renewals

Non-Property Specific

25/01/2007	Payment of Maintenance Invoice 1 for Work at "Property Number" "Property Address 1"	-£50.00
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Non-Property Specific Total: -£50.00

Total: -£50.00

Legal and professional costs

"Property Number" "Property Address 1", CO00 0DE (Purchased Property:25/01/2007)

25/01/2007	Management Fee Charge at 10.00%	-£58.75
25/01/2007	Management Fee Charge at 10.00%	-£58.75
25/02/2007	Management Fee Charge at 10.00%	-£58.75
25/03/2007	Management Fee Charge at 10.00%	-£58.75
04/04/2007	Management Fee Charge at 10.00%	-£40.56
05/04/2007	Management Fee Charge at 10.00%	-£38.62

Property Total: -£314.18

Total: -£314.18

Payments made to the Landlord

Non-Property Specific

25/01/2007	Payment Entry: Rent Payment	-£391.25
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Non-Property Specific Total: -£391.25

Total: -£391.25

Payments received from the Landlord

Total: £0.00