

ATTORNEYS AT LAW P.C.

ATTORNEYS AND COUNSELORS AT LAW

[Date]

[Seller's Name]

[Seller's Address]

[Seller's City, State & Zip Code]

Re: [Seller] to [Buyer]
[Property Address]
[City/Town/Village]
[County]
Our File No.: [*]

Dear [*]:

Thank you for retaining our firm to represent you in the above referenced matter. This retainer letter will confirm our mutual obligations concerning this representation and, should familiarize you with various aspects of the referenced real estate transaction.

The legal services to be provided shall include the preparation and/or review of all documents relating to the transaction, including the preparation of transfer documents, obtaining any required abstracts of title, and your personal representation at the closing. We will also provide such reasonable pre-contract, contract and closing consultations as may be required.

Except as otherwise provided in the next paragraph, the legal fee for our services is agreed to be \$[*], which takes into consideration all reasonably expected matters. You should, however, be aware that some real estate transactions require an unexpected or extraordinary amount of time and work to represent you properly.

Should this occur, you will be charged an additional fee based upon the extraordinary time required to conclude the matter. You will also be required to reimburse us for out-of-pocket expenses incurred on your behalf, i.e., messenger service, overnight or express mail, long distance telephone calls, etc. In the event that the transaction does not close, our legal fee will be based upon the time our firm has devoted to your representation. In no event will this be less than 50% of the agreed fee.