

Law Offices
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**Retainer Letter
(Representation of Seller for selling residential Real Estate)**

_____, 2010

***** Please sign and return this letter with \$400.00 retainer fee *****

Name and Address of Seller:

Re: Property Address:

Dear Clients:

This letter will confirm your engagement of our firm to represent your interests in the sale of the above-referenced premises, and preparation for and attendance at the title closing.

We have quoted a fee of \$800.00, which includes the negotiation, review and finalization of the contract, and the title closing at which time you will convey title to the property to buyer. If any unexpected or unanticipated events occur which require additional services, you will be billed for such on a time-incurred basis. Our normal hourly rates which will be applied vary from \$100.00 per hour for Paralegal, \$195.00 per hour for Associates to \$240.00 per hour for Partners. (We shall charge as additional legal services the followings fees, if situation dictates for needs of POA \$100.00 or U & O transaction \$100.00) Any expenses incurred by us, such as for faxing, messenger service and overnight delivery service, will be charged as additional costs. Our office traditionally charge the sum of \$105 to cover office expenses including, photocopies, phone toll, fax, and postages.

In the event that the contract is canceled, you will be billed only for the time incurred on the matter based upon our hourly rate as stated above, not to exceed \$800.00 plus any expenses. If any matter arises after the closing which requires our services, it will be billed at the above hourly rates.

Please be prepared to either pay the fee for our services and any additional costs at authorize such payment to be disbursed from the closing proceeds at the time of the closing.

If the foregoing is acceptable to you, kindly countersign the additional copy of the letter and return same to this office at your earliest convenience.

NOTE: As Seller, you are responsible for providing at closing an original Certificate of Smoke and Carbon Monoxide Detector Compliance, and also a Certificate of Occupancy, if required by your municipality. Please advise immediately if you have any questions.

Very truly yours,
s/ Fong Joe Hou
for Law firm

Law Offices Fong Joe Hou, LLC

Dated: _____

By _____
Seller: