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Retainer Letter
(Representation of Purchaser/Mortgagor of Residential Real Estate)

_____, 2015

To: All Buyer clients.

Re: Purchase of existing house.

Dear Sir or madam:

***** Please sign and return this letter with
\$500.00 retainer fee to our office *****

This letter will confirm your engagement of our firm to represent your interests in the acquisition of the above-referenced premises cash, and preparation for and attendance at the title closing and the related mortgage closing for the financing of the purchase.

We have quoted an legal fee or attorney fees of \$950.00 plus additional expenses, [see addendum], our services includes the negotiation, review and finalization of the contract, the coordinate with, or respond to title agent and your bank for closing of the mortgage loan and the preparation and finalize of title closing, at which time you will receive title to the property. If deal goes sour, south or if dispute or default happens or if any extraordinary or unanticipated events occur which will require our additional services, you will be billed for such additional services 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. Any out-of-pocket costs incurred by us, such as for phone, faxing, copying, appraiser's fees, messenger service and overnight delivery service, will be charged as an additional expense in the amount of \$105.00. (We shall charge as additional legal services the followings fees, if situation dictates needs for; (second mortgage loan \$200.00, POA \$100.00 and U & O \$100.00) You are also responsible for any expenses associated with title work, survey, bank fees and inspections, etc., which is provided by other entities not included in our above-quoted fee.

In the event that the contract is cancelled, you will be billed only for the time incurred in the matter, based upon our hourly rate as stated above, not to exceed \$950.00 plus any expenses. If any matter arises after the closing which requires our legal services, it will be billed at the above hourly rate.

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

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

Dated: _____ By _____

Dated: _____ By _____

Addendum

1. *ADDITIONAL EXPENSES payable at closing:

Miscellaneous office costs about \$105.00

Additional closing fee of \$200.00 is charged in the event you are borrowing an additional Mortgage loan.

Delivery costs: FedEx \$30.00 per package.

Wire transfers, including but not limited to wired-in mortgage loan funds, are subject to a \$30.00 fee per wire transfer, no exceptions.

E-mail closing documents preparation: \$60.00 per package.

2. NOTE: If you will be paying the closing funds by check, it must be in the form of certified check, bank/casher's check to the order of "Fong Joe Hou Attorney Trust Account". A personal check is unacceptable.