



Engagement Letter

RE: Property Located at: _____

Dear Prospective Client:

I appreciate the opportunity to act as your legal counsel. This letter sets forth the basic terms upon which you have engaged this office to represent you, including the anticipated scope of our services and the billing policies and practices that will apply to the engagement.

Although we expect our normal method of communication will be less formal than a written statement such as this, I believe it is important to set forth the terms of our engagement. I request that you review this letter carefully and, if it is consistent with your understanding of our respective responsibilities, please return a signed copy of this letter to me at your earliest convenience.

In order to avoid confusion in the future regarding the terms of our representation, we believe it will be helpful to set forth in this letter the basic terms of our engagement. They are as follows:

Scope of the Engagement

1. Review, negotiate and modify terms of the contract pursuant to the Attorney Modification Period in the Real Estate Sales Contract;
2. Review the evidence of title of the real property you contract to sell, review the title search documents and create the title commitment, create the closing statement and confirm the related financial transaction;
3. Determine compliance by all parties with agreements; and,
4. Ensure that all financial aspects of the real estate transaction are reconciled at time of Closing
5. Draft and execute assignment of leases and rental agreement



Please note that my legal services do not include the following and shall require an additional retainer agreement and fee:

1. Post-Closing Repair or Possession Matters
2. Post-Closing Title Issues
3. Litigation

Title Agent

Please note that I am an agent of several title companies and I will be ordering your property's title through either Fidelity National title or First American title. As an agent, I have a financial interest in the above named company/business. Therefore, I will receive a percentage of the attached invoice from the title company. Please note that you do **NOT** have to hire my firm to represent you in this matter. However, you will be responsible for ordering and clearing title.

Seller fee:

- a. Traditional File: My fees for representing you as a cash buyer is \$550.00 (Five Hundred Fifty Dollars and No Cents).

I look forward to working with you and are honored to represent you. Please do not hesitate to call me if you have any questions concerning these matters.

Very Truly Yours,

Tracy C. Stallworth

COUNSELLOR AT LAW



Certification of Receipt

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The foregoing represents the entire agreement between the Firm and the Client. By signing below, the Client acknowledges that he or she has carefully read this Agreement, understands its content, and agrees to be bound by all of its terms and conditions; that the Firm has made no representations to the Client as to the likelihood of the outcome of any proceedings now pending or to be brought by or against the Client, and that the Client believes this Agreement to be fair and reasonable.

We, the above named _____, acknowledge receipt of the aforesaid engagement letter this _____ day of _____, 2017.

Prospective Client

Prospective Client