

Date: _____, 20__

Seller's Name
Address
Address

Re: Sale of Real Estate.

Dear _____:

I thank you for giving me the opportunity to represent you in the sale of the property set forth above. This letter confirms the agreement between you and my office with regard to the services to be provided to you and my legal fees.

My fee for this transaction will be \$_____. In the event of a dispute or if unusual circumstances arise, such as those set forth in the attached list, an additional fee will be due as set forth on the list. The balance of any fees and costs due is usually set forth on the closing statement and paid at closing. These fees will not cover any post-closing disputes or litigation that may arise. I may incur expenses for extensive photocopying, long-distance phone calls, lien searches, messenger and overnight courier services, and the like. These expenses are in addition to the legal fees.

My firm's work will include only the following:

1. review of the listing agreement with the broker if requested prior to its execution;
2. review of the seller's Residential Real Property Disclosure Report, the Lead-Based Paint Disclosure Report, if required, and the Real Estate Sale Contract (I will suggest changes to you if necessary and permitted by the terms of the Contract.);
3. preparation of the seller's closing documents, ordering the title insurance commitment, survey, and mortgage payoff letter from your lender(s), and preparing the final closing statement showing adjustments to the sales price, your closing expenses, and the distribution of proceeds at the closing;
4. scheduling and attending the closing; and
5. communicating with you and other parties with regard to extensions that may be required pursuant to your advising my office of the need for extension(s), such as for mortgage approval.

In order to provide proper representation for the sale of your property, I am requesting the following documents and/or information be forwarded to my office as soon as possible:

1. copy of the Sale Contract and any riders (received from you);
2. prior Plat of Survey, if applicable;
3. prior Owner's Title Insurance Policy and/or Torrens Certificate;
4. name, address, telephone number, and account number of all existing mortgage(s) and/or equity lines of credit; and
5. if property is in a land trust, name, address, telephone number, and trust number of same;

[If seller resides in a municipality with a transfer tax and/or inspection requirement, include the following:

The (Village) (City) (Town) of _____ imposes a transfer tax on the sale of property. You are responsible for obtaining and paying for said transfer stamps. Please call my office to discuss the form for and time of purchase of the stamps and, if required, ordering the inspection by the (Village) (City) (Town).]

Again, I am pleased you selected my office to represent you. I look forward to working with you and invite you to call me with any questions you may have.

Respectfully,

SYLVESTER LAW FIRM, PC

Atty. Patrick S. Sylvester

SERVICES NOT INCLUDED IN FEE ABOVE

The following is a list of some matters that would be considered “extraordinary” relative to your sale.

1. attendance at more than one closing;
2. repeated rescheduling of closing;
3. preparation of Early Occupancy (Rental) Agreement;
4. request for and/or negotiation of numerous extensions regarding financing;
5. compliance with requests of new lender (e.g., obtaining documents and clearing credit problems);
6. an extraordinary number of phone calls;
7. lengthy closing (one and one-half hours is customary);
8. clearing of unusual or unexpected title objections; and
9. inordinate number of calls to lender to expedite closing;

[NOTE: If counsel is acting as a title agent for a title company, number 8 may be deleted.]

Additional matters will be billed at the customary hourly rate of office time of \$_____.

Atty. Patrick S. Sylvester
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