



## RETAINER AGREEMENT

Dear Mr. and Mrs. Client:

This letter will confirm the terms upon which I have been retained to provide legal services in connection with your purchase of Residential Cooperative Apartment/Residential Condominium Unit/Residential House/Mixed Use Property located at:

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Our fee is a flat fee in the amount of **\$1,600.00** \*, which does not include and is in addition to reimbursement for disbursement including but not limited to, messenger service, federal express, travel fee\*\* and wiring fees incurred on your behalf, with **\$800.00** payable upon the signing of this agreement and the balance at the closing. **Each shipment will be charged at a flat fee of \$50.00. Additional charge will occur when the actual fee is more than the flat fee.** My fee is inclusive of reviewing the due diligence, negotiating the contract, reviewing the title report, scheduling and attending the closing.

Any additional requests by you shall be billed at an hourly rate of \$400.00. If the above is agreeable to you, please kindly sign below and return a check in the amount of **\$800.00** which shall be applied to the fee.

It is our intention to serve you to the best of our ability. It is your responsibility, however, to immediately apply for a mortgage commitment, decide whether or not to exercise an interest rate lock-in option, deliver to us a final copy of it, and obtain an extension, if necessary. It is also your responsibility to obtain a fire insurance policy and engineer's report, if desired. I thank you in advance for your cooperation in this matter and look forward to working with you towards the closing.

Jun Wang & Associates, P.C.: \_\_\_\_\_ **for Jun Wang, Esq.**

Agreed to and accepted by: \_\_\_\_\_ **Purchaser(s)**

\* For transactions the purchase amount above \$2,000,000, the flat fee shall be \$1 per \$1000 (1%)

\*\* Should attorney be required to travel outside of New York City or Queens County to close this transaction, client shall reimburse attorney \$250.00 as a reasonable fee for all costs incurred for such.