



## RETAINER AGREEMENT

Dear Mr. and/or Mrs. Client:

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

Our fee is a flat fee 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 other out-of-pocket expenses incurred on your behalf, with **\$800.00** payable upon the signing of this agreement and the balance at the closing. My fee is inclusive of reviewing the due diligence, negotiating the contract, reviewing the title report, and scheduling and attending 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.** Any additional service requested by you shall be billed at hourly rate of \$400.00. If the above is agreeable to you, please kindly sign below and return a check to us 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 provide us your mortgage monthly statement and pay-off request authorization, if there is any existing mortgage or credit line on your property. I thank you in advance for your cooperation and look forward to working with you on this matter.

**FOR COOP SALE: Missing of either the Original Stock or Lease may delay closing, or causes closing rearrangement. You shall:**

- Deposit the Stock and Lease at our office, or**
- Be responsible to bring the ORIGINAL stock and lease to closing, pay penalties to closing attendants, including this office for missing of the documents.**

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

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

\* For transactions the sale 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.