



100 Front Street, Suite C211 • Worcester, MA 01608 • Hablamos Español

_____, 20____

Re: Purchase of Real Property

Property: _____

Dear Client,

Congratulations, and thank you for entrusting Elizabeth Jones Law Group with your home purchase. I understand how significant this moment is, and I want you to know that your transaction will receive my full and personal attention from contract through closing.

This letter sets forth the scope of my representation and the basis of my fees. Please review it carefully and return a signed copy at your earliest convenience.

SCOPE OF REPRESENTATION

My representation will include some or all of the following services, as applicable to your transaction:

- Drafting offers to purchase and related documentation
- Drafting, reviewing, and negotiating the purchase and sale agreement
- Calculating closing adjustments
- Attending and supervising the closing
- Consulting with you on the terms and particulars of the transaction
- Communicating with brokers, opposing counsel, and the seller
- Drafting and negotiating extensions for financing or closing dates, if necessary

Unless otherwise agreed in writing, my engagement does not extend to: matters of valuation; tax, personal finance, or business advice; structural, mechanical, building code, septic, engineering, or survey issues; zoning, wetlands, or hazardous substance matters; or the recovery or litigation of deposits and enforcement of post-closing warranties.

DUAL REPRESENTATION DISCLOSURE

You are hereby advised that Elizabeth Jones Law Group, PLLC may be engaged to provide legal services on behalf of your mortgage lender in connection with the closing, in addition to representing you as Buyer. By signing below, you acknowledge this potential dual representation and consent to it.

TITLE INSURANCE

As part of this representation, Elizabeth Jones Law Group, PLLC will arrange Title Insurance on your behalf — both an Owner's Policy and, if applicable, a Lender's Policy. Both premiums are paid by the Buyer at closing.

Elizabeth Jones Law Group, PLLC is a licensed agent for the title insurance underwriters listed below and receives a commission as set forth in the schedule. You have the right to seek independent counsel regarding this policy and our role as agent. By signing below, you consent to this arrangement pursuant to Mass. R. Prof. C. 1.8 and 5.7.

Underwriter	Fee Retained
CATIC	75%
FATIC	75%

Title insurance is calculated at \$4.00 per thousand of the purchase price, plus \$175.00 when simultaneously issuing both Owner's and Lender's policies. You are entitled to participate in the selection of the underwriter.

FEES & COSTS

Purchase & Sale Agreement + Core Services

No retainer required — fee paid at closing

Flat Fee: \$850.00

Closing / Title Attorney Services

Title review, due diligence, lender coordination & closing

Flat Fee: \$975.00

Non-Refundable File Fee

Retained if file is canceled

\$350.00

Additional costs include a title search fee of \$350.00 and applicable recording fees. Should any other costs arise during the course of representation, I will consult with you before proceeding.

If selected as Closing/Bank Attorney, the \$975.00 fee covers:

1. Title review and examination pursuant to REBA Title Standards and applicable Massachusetts General Laws
2. Due diligence on real estate taxes and final water
3. Correspondence with seller's counsel regarding outstanding liens and title clearance
4. Correspondence with your lender regarding mortgage commitment and clear to close
5. Coordination and conduct of the closing with all parties

ACKNOWLEDGMENT & AGREEMENT

I am grateful for the opportunity to represent you in this transaction. Please do not hesitate to reach out with any questions — I am here to guide you every step of the way.

By signing below, you confirm that you have read, understood, and agreed to the terms of this engagement letter.

Elizabeth Jones, Esq.
Elizabeth Jones Law Group, PLLC

Client
Printed Name: _____

Elizabeth Jones, Esq.
Signature & Date

Signature & Date