

_____, 20____

Re: Sale of Real Property

Property: _____

Dear Client,

Congratulations, and thank you for entrusting Elizabeth Jones Law Group with the sale of your home. I understand how significant this transaction is, and I want you to know it 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:

- Reviewing offers to purchase and related documentation, if requested
- Drafting, reviewing, and negotiating the purchase and sale agreement
- Calculating closing adjustments
- Supervising the closing and the sale
- Consulting with you on the terms and particulars of the transaction
- Communicating with brokers, opposing counsel, and the buyer
- Drafting the deed and power of attorney
- Obtaining a copy of the current deed from the appropriate Registry of Deeds or Land Court District

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.

FEES & COSTS

Seller Representation — Flat Fee

Inclusive of all services listed above — payable at closing

Flat Fee: \$1,800.00

Closing costs are payable at the time of closing and are in addition to the above fee. Likely closing costs include:

1. Discharge / Title Clearing
2. Wire Fee
3. Discharge Tracking
4. Recording Fees
5. Stamp Tax
6. Commission

Although I have endeavored to identify all likely costs, you will be responsible for all costs incurred during the representation, whether or not identified herein. Should any additional costs arise, I will consult with you before proceeding.

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

Elizabeth Jones, Esq.

Signature & Date

Client

Printed Name: _____

Signature & Date