

**SAMPLE AGREEMENT TO PROVIDE LEGAL SERVICES:
SALE OF REAL PROPERTY**

Thank you for selecting the Porter Law Network to represent you. We have agreed to perform legal services for you in connection with the sale of the property located at -----
----- . We will do everything we can to respond promptly and efficiently to your needs during this transaction. If you agree with the terms of our representation after reading this agreement, please sign where indicated and return the signed copy to us.

Our expected fee for this transaction will be \$ _____. We request that you pay \$ ____ immediately after the execution of this Agreement. The expenses that we incur for out of pocket expenses such as zoning certifications, extensive photocopying, postage, overnight courier services, and the like will be added to the fee for our legal services. The balance that you will owe for the legal fees and expenses due will be itemized on the closing statement and will be paid at closing.

In the event the contract for this sale is cancelled, then you will incur a charge of \$150.00 for attorney's fees. If you enter into a new contract to sell the property within the next 60 days, you will receive a credit of \$150.00 for the closing for the new property.

The legal services the Porter Law Network will provide in connection with the sale of a property generally include the following types of legal services:

1. Review the listing agreement with the broker if we are requested to before the listing agreement is executed.
2. Review the contract and the seller's statutory disclosures. We will suggest contract modifications to you if necessary and as permitted by the terms of the contract.
3. Preparation of the seller's closing documents, securing the title insurance commitment, survey and mortgage payoff letter, preparing the closing statement showing adjustments to the sale price, your closing expenses and the distribution of proceeds at closing.
4. Scheduling and attending the closing.
5. Communicating with you and the other parties with regard to extensions under the contract of the closing that may become necessary.

In order to provide you with proper representation for the sale of the property, we request that you provide us with the following information or documents:

1. A copy of the contract and any addenda;
2. Prior plat(s) of survey, if available;
3. Prior title insurance policy;
4. The name, address, phone number and account number for all existing mortgages and home equity lines of credit;
5. If the property is in a land trust, the name, address and telephone number of the land trustee and the trust number.

The first five to ten days from the date of contract acceptance, depending upon the terms of your contract, is the attorney modification period. During the attorney modification period you and the buyer have the right to make proposed modifications to the contract or terminate the contract. The buyer will also have the right to perform a home inspection and request either specific repairs and/or credits. You and the buyer will be required to reach agreement on all inspection issues or the contract can be terminated by either party, with a full refund of the buyer's earnest money.

The buyer's obligation to proceed with the contract is further contingent upon their ability to obtain financing by or as extended by written agreement. The contract is not in full force and effect until this contingency is satisfied. Title, and if applicable, survey, payoffs, termite/well & septic tests, association clearances etc., are all requirements of a seller and necessary to close. Therefore, we must begin preparing to close, although the closing will not be "scheduled" until the buyer's lender has issued its "clear to close".

We are an authorized agent for several title companies, such as: Chicago Title Company, First American Title Company and Near North Title Company. As such, we will be examining the public records and issuing a title commitment, as part of our representation on your real estate transaction. We have a financial interest in the title insurance and will be paid a fee for providing services as a title insurance agent. You will be provided a disclosure statement setting forth the estimated total title fees in this transaction and the total compensation paid to us.

Enclosed for your review are the fee schedules of the respective companies. In the event you have any questions with respect to our role as a title agent and our receipt of fees, or you have an objection to our acting as a title agent, please contact us immediately. Unless we are advised otherwise by you, we will order title from the company that we deem in your best interest, which shall include our consideration of the following factors: i) the fees as charged by said title company; ii) the company providing your current title; (if known and still in business) iii) location and flexibility of scheduling; iv) any known or anticipated title problems which may be more readily resolved by a particular company.

We must inform you that in the event of a dispute with the seller or if unusual circumstances arise, such as those we have detailed in the attachment to this letter, you will be charged additional legal fees based upon our customary hourly rates of \$300.00 for attorneys and \$125.00 for assistants. You will also incur additional legal fees if you have post-closing disputes with the buyer or become involved in litigation about your sale of the property.

Either party may also terminate this agreement with or without cause at any time upon giving written notice to the other party. The termination of this agreement will not affect your obligation to pay for the legal services we have rendered. This agreement contains our full and complete understanding with respect to the subject matter hereof. This agreement may be executed by facsimile or electronic signature and in counterparts. This agreement shall be governed by the laws of the State of Illinois in all respects. This agreement supersedes all prior representations and understandings whether written or oral.

SERVICES NOT INCLUDED IN THE EXPECTED FEE OF

The following is a list of the type of matters that we would consider unusual for your purchase. Such additional matters will be billed at our customary hourly rates of \$300.00 for attorneys and \$125.00 for assistants.

1. attendance at more than one closing;
2. unusually long closing (a one and one half hour closing is customary);
2. negotiation and preparation of pre-possession or post possession agreements;
3. requests for or negotiations of numerous extensions regarding financing; and
5. clearing of unusual or unexpected title objections.

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