SP PARALEGAL o/a Sterling Paralegal   **EVICTION FEES (landlords)**

Service	Fee
File set-up, conflict check, receipt of client's documents	$87.50
Notices of Termination: N4 (non-payment of rent)	$87.50
N5 (behavior, willful damage, too many people), N6 (illegal act or business), N7 (impairing safety, inconsistent use of unit), N8 (persistent late payment)	$175.00 each
Discount if more than 1 Notice prepared at same time on same file	**30%** on total of the Notices
Service of Notice(s) or documents	
By Xpresspost	$55.00
By delivery to rental unit (left in mailbox)	$35.00
Handed to the tenant personally (includes up to 3 attempts)	$95.00
Certificate of Service, if needed	$35.00
Applications: L1, L2, L3, L4	$205.00 each
Discount if more than 1 Application prepared at same time on same file	**30%** on total of the Applications
Statutory Declaration or Affidavit – to prepare and swear	$175.00
Scheduling & Payment Form	$35.00
Hearings:	
Receipt of Hearing date and recording it in firm calendar with pre-hearing tasks	$35.00
Research and/or preparation for Hearing (if needed)	$175.00 hour
L1 Hearing, Motion to Void (i.e. Tenant paid all of the arrears)	$300.00 per occurrence
L2, L3, L4 Hearing	$450.00 per occurrence
Tenant Hearing	$650.00 per ½ day $1,300.00 per full day
Request for Review, Review Hearing	To be determined
Receipt and review of Board Order and recording it in client file	$35.00
Receipt and Depositing of rent on Landlord's behalf; remitting of funds as instructed; ongoing reconciling of funds	$17.50 per transaction
Sheriff Letter	$105.00
Mileage – outside of London, Ontario	$0.69 per km
Travel Time – outside of London, Ontario billed in 1/10th hour increments	$87.50 per hour
Consulting	$1,300.00 day
Filing Application at LTB – in person (note: immediate processing)	$87.50
Filing Application at LTB – by fax or online (note: can take several days to process)	$35.00

1. Client agrees the above fees do not include disbursements (i.e. Board fees, Court fees, Witness fees, mailing costs, bank fees, etc.) or communications with client, LTB, witnesses, tenant and/or representative, billed in 1/10th hour increments at $175.00 hour.

2. Client agrees the review of documents not prepared by us are subject our hourly rate, billed in 1/10th of an hour increments.

3. Client agrees that H.S.T. will be added to the above fees; Invoices are to be paid upon receipt; Over-due interest is 12% annually and discounts provided on invoices will not apply after the invoice due date and client owes the invoice amount plus the discounts. Client agrees that if we have to sue to get our invoice paid, $350.00 plus HST will be added to the outstanding amount for time spent attempting to secure payment and for pre-litigation services.

_____
Printed Name of Client

_____
Signature of Client **with** **date**

_____
Printed Name of WITNESS

_____
Signature of WITNESS