

File set-up and initial consult meeting (for clients that hire us; otherwise consult fee is \$195.00 for 1 hour)	\$97.50
Notices of Termination: <b>N9</b> or <b>N11</b> (Agreement to End the Tenancy)	\$97.50
Service of Notice(s) or documents	
By Xpresspost	\$62.00
By delivery to Landlord (left in mailbox)	\$39.00
Handed to the Landlord personally (includes up to 3 attempts)	\$105.00
Certificate of Service, if needed	\$39.00
Applications: <b>T1</b> (rebate), <b>T2</b> (rights), <b>T3</b> (rent reduction), <b>T4</b> (rent increase above guideline), <b>T5</b> (bad faith), <b>T6</b> (maintenance), <b>T7</b> (suite metres) <b>Discount</b> if more than 1 Application prepared at same time	\$230.00 each <b>20%</b> on total of the Applications
Statutory Declaration or Affidavit – to prepare and swear	\$195.00
Hearings: Receipt of Hearing date and recording it in firm calendar	\$39.00
Research and/or preparation for Hearing (if needed)	\$195.00 per hour
Hearings	\$725.00 per ½ day (done by 1pm) \$1,500.00 per full day
Request for Review, Review Hearing	Hourly rate applies
Receipt and review of Board Order and recording it in client file	\$39.00
Mileage – outside of London, Ontario	\$0.69 per km
Travel Time – outside of London, Ontario billed in 1/10 <sup>th</sup> hour increments	\$97.50 per hour
Filing Application at LTB – in person	\$97.50
Filing Application at LTB – by fax	\$39.00

- 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, landlord and/or representative, **billed in 1/10<sup>th</sup> hour increments at \$195.00 hour.**
- Sample SP Paralegal Disbursements** (does **not** include Court fees, Sheriff's fees, Government fees, Tribunal fees, Postage fees, Bank fees which we pay on your behalf) Printing or copying per page - \$0.30 black & white / \$0.60 colour; Document tabs - \$0.35 each; Spines & covers - \$0.00; Collating - \$6.00 per document; Process Servers, Expert Witnesses, Skip Tracers – variable as billed
- Client agrees the review of documents not prepared by us are subject our hourly rate, billed in 1/10<sup>th</sup> of an hour increments. **PREMIUM HOURLY RATES: BEFORE 9am or AFTER 5pm weekdays or RUSH during day: \$292.50 per hour; WEEKENDs or HOLIDAYS: \$390.00 per hour**
- 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 Sterling Paralegal sues client in order to get our invoice(s) paid, \$390.00 plus HST plus Xpresspost disbursement of \$15.00 plus HST will be added to the outstanding amount for time spent attempting to secure payment and for pre-litigation services.**
- Client agrees that where there are funds in-Trust for client, client authorizes Sterling Paralegal to pay our fees directly from client's Trust Account on the 5<sup>th</sup> calendar day after we have remitted our invoice, maintaining a full and proper accounting of all transactions.
- Client agrees that fees are subject to change with 30 calendar days' notice.
- Client acknowledges that they have received a copy of this document, and that they understand and agree to the terms in this document.
- Client agrees to be bound by the above fees and understands that Sterling Paralegal will work towards client's desired outcome but that there is no guarantee of success because all legal matters are subject to many possible variables outside of Sterling Paralegal's control.

print 1<sup>st</sup> **Client Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

print **Witness Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

print 2<sup>nd</sup> **Client Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

print **Witness Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_