

EVICTION FEES (co-ops)

File set-up and conflict check (establishing calendar links, receiving and saving of client documents electronically)	\$97.50
Notices of Termination: N4C (non-payment of housing charges), N5C (behavior, willful damage, too many people), N6C (illegal act or business, misrepresentation of income), N7C (impairing safety, inconsistent use of unit), N8C (persistent late payment, no longer eligible for social housing)	\$97.50 \$195.00 each
Discount if more than 1 Notice prepared at same time	20% on total of the Notices
Service of Notice(s) or documents	
By Xpresspost	\$62.00
By delivery to housing unit (left in mailbox)	\$39.00
Handed to member personally (includes up to 3 attempts; mileage may apply)	\$105.00
Certificate of Service, if needed	\$39.00
Applications: Form C	\$64.00 each
C1	\$205.00 each
C2, C3, C4	\$230.00 each
Discount if more than 1 Application prepared at same time	20% on total of the Applications
Statutory Declaration or Affidavit – to prepare and swear	\$195.00
Hearings:	
Receipt of Hearings date recording them in firm calendar	\$39.00
Hearings (review of file & attendance at Hearing)	\$500.00
Motion to set-aside, Review Hearing	\$725.00 for ½ day (done by 1pm) \$1500.00 full day
Research and/or Preparation Meeting for Hearing (if needed)	\$195.00 hour
Receipt and review of Board Order and recording it in client file	\$39.00
Sheriff Letter	\$117.00
Mileage – outside of London, Ontario	\$0.69 per km
Travel Time – outside of London, Ontario	\$97.50 per hour
Receipt & Depositing of Member’s Housing Charges on client’s behalf; remitting of funds as instructed; ongoing reconciling of trust funds	\$19.50 per transaction
eFiling Application	\$39.00

IMPORTANT:

- 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 \$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 1/10th 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 we have to sue to get our invoice paid, \$390.00 plus HST will be added to the outstanding amount for time spent attempting to secure payment and for pre-litigation services.
- Client agrees that fees are subject to change with 30 calendar days’ notice, and that they have received a copy of 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 **Client Name:** _____ Signature: _____ Date: _____

print **Witness Name:** _____ Signature: _____