

**SP PARALEGAL** o/a Sterling Paralegal

**EVICTION FEES (landlords)**

File set-up, conflict check, receipt & recording of client's documents	\$97.50
Notices of Termination: <b>N1</b> (increase), <b>N4</b> (arrear), <b>N11</b> (agreement to terminate), <b>N12</b> (landlord needs unit)	\$97.50
<b>N5</b> (behavior, willful damage, too many people), <b>N6</b> (illegal act or business), <b>N7</b> (impairing safety, inconsistent use of unit), <b>N8</b> (persistent late payment),	\$195.00 each
<b>Discount</b> if more than 1 Notice prepared at same time on same file	<b>20%</b> on total of the Notices
Service of Notice(s) or documents <b>By Xpresspost</b>	\$62.00
<b>By delivery to rental unit (left in mailbox)</b>	\$39.00
<b>Handed to the tenant personally</b> (includes up to 3 attempts)	\$105.00
Certificate of Service, if needed	\$39.00
Applications: <b>L1</b> (arrear), <b>L9</b> (arrear without termination date – tenants are doing move-out that day) <b>L2</b> (damages, etc), <b>L3</b> (over-holding), <b>L4</b> (failure to meet terms of Order),	\$205.00 each \$230.00 each
<b>Discount</b> if more than 1 Application prepared at same time on same file	<b>20%</b> on total Applications
Statutory Declaration or Affidavit – to prepare and swear	\$195.00
L1/L9 Update Form	\$39.00
Hearings: Receipt of Hearing date and recording it in firm calendar with pre-hearing tasks	\$39.00
Research and/or preparation for Hearing (if needed)	\$195.00 hour
L1 Hearing if Tenant <u>fails</u> to appear, Motion to Void if Tenant <u>fails</u> to appear	\$335.00 per occurrence
L2, L3, L4 Hearing <u>or</u> L1 Hearing, Motion to Void; Tenant appears	\$500.00 per occurrence
Tenant Hearing, Motion to set-aside, Review Hearing, Consulting	\$725.00 per ½ day \$1,500.00 per full day
Receipt and review of Board Order and recording it in client file	\$39.00
Receipt & Depositing of rent on Landlord's behalf; remitting of funds as instructed; ongoing reconciling of funds	\$19.50 per transaction
Sheriff Letter	\$117.00
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, tenant 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 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 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: \_\_\_\_\_