



Pete Shedor, Managing Attorney
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ENGAGEMENT LETTER

Thank you for selecting Shedor Law Firm to represent you in closing the purchase of your Property. Upon receipt of the necessary information, we will commence our title search for the Property and prepare for closing. Please carefully read and respond to our attached **BUYER INFORMATION SHEET**. It contains information for you and will also provide us with the information we need to conduct a smooth closing.

TITLE WORK:

In preparation for closing, we will perform a title search. The nature of that search may take one of two forms, depending upon whether the title has previously been insured. If the title has not been previously insured, a search of the public records for a period of time satisfactory to the title insurance company will be required. If the title has previously been insured, we can obtain affirmative coverage for you and your lender by having the title inspected from the effective date of that coverage to the present. Therefore, we will determine if title insurance coverage exists on the Property and, if so, have the public records examined from the date of that coverage. This procedure, known as "tacking," will enable us to keep your cost to a minimum while, at the same time, providing full title insurance coverage for you and satisfying your lender's requirements. We will always order a title insurance commitment on your behalf.

SURVEY:

We will order a survey on your behalf only if requested. A survey of the Property may reveal the existence of boundary overlaps, gaps, gores or encroachments affecting the Property. If you elect not to have a survey performed, your title insurance policy will contain an exception as to matters of survey which could prove problematic for you in the future.

We make no representation as to the structural integrity of any improvements on the Property, nor do we provide any opinion as to the environmental condition of the Property. Also, as we are not surveyors or engineers, we make no representations as to whether or not the property lies within a flood plain. That information may be disclosed by the surveyor's report or by what, if anything, we find on the public record.

RESTRICTIVE COVENANTS:

Presumably, you have been provided copies of restrictive covenants applicable to the Property by your real estate agent or the Seller. If you have not, you should obtain a copy of said covenants to be certain your intended use of the Property is consistent with those restrictions. Please let us know if you need us to obtain copies of these restrictions for you.

CLOSING:

Our representation as closing attorney precludes participation in any disputes that may arise between the parties or with any third party. If we have not already, we will be in touch with you to confirm your closing date and time. In the event you are unable to attend the closing, please discuss with us immediately. Also, please remember to bring your driver's license or some other form of picture I.D., as many of the documents need to be notarized.

If applicable, we will assist your lender in preparing a Closing Disclosure. Please expect to receive a copy from them prior to your closing. We will also prepare a settlement statement for your review as closing nears. That statement will have the dollar amount which you will need to wire to us for closing. *Please inform us immediately if you may wish to cancel closing for any reason, as a courtesy to help us minimize any work and expense which will not be needed. Our cancellation fee (\$175 before / \$295 after Due Diligence) is waived if the buyer closes on another property with us within 60 days. **Please do not hesitate to contact us with any questions you have regarding your closing.***

Sincerely,
Shedor Law Firm



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BUYER INFORMATION SHEET

Property Address: _____ *Will this be your primary address? Yes: No:*
Buyer's Name(s) (as to be shown on the deed): _____ *(if not, please provide your mailing address below)*

(Please indicate marital status. Names of any spouses who will not be owners should be noted below.)
Married: Separated: Divorced: Unmarried:

How can we contact you?

Phone(s): _____ Email: _____

How can we contact your lender?

Company: _____ Person: _____ Phone/Email: _____

Please indicate all invoices we can expect to receive for charges to be paid at closing:

- HOI Company: _____ Amount: \$ _____ or POC:
- Home Inspection: _____ Amount: \$ _____ or POC:
- Termite Inspection: _____ Amount: \$ _____ or POC:
- Home Warranty: _____ Amount: \$ _____ or POC:
- Other: _____ Amount: \$ _____ or POC:

SURVEY: We encourage you to order a survey, but we will not order one unless you request it. Surveys must be paid for even if contract terminates. To have our office order a survey on your behalf, indicate here:

Your Realtor's Info:

Name: _____ Phone: _____ Email: _____

If you **cannot** attend closing, please contact our office immediately to make arrangements. This will require additional work and costs.

Additional Notes: _____

Please Note: Funds coming to closing must be in the form of a wire transfer to avoid delays. Wiring instructions are available upon request. We can accept checks only for small adjustments at closing.

Return to: docs@shedorlawfirm.com along with all invoices to be paid at closing ASAP. Please visit www.shedorlawfirm.com for more information regarding our services and fees.