

Arrival Time: _____

Appointment Time: _____

RA EVICTION

Begin: _____ End: _____ Total: _____	FOR OFFICE USE ONLY		Hourly: _____
			Als: _____ Serving fees/Admin costs
			Other: _____ Postage/Admin costs
			Total: \$ _____

"IN-OFFICE/PHONE" APPOINTMENT AGREEMENT

This agreement governs services rendered by the Law Offices of Sid M. Rosenberg, Inc. Your consultation and future services will be billed at \$300 per hour for attorney time, or \$175 per hour for the office manager. These charges are separate and independent to the fees for the Unlawful Detainer lawsuit, if needed.

NON-DISCRIMINATION NOTICE: THE LAW OFFICES OF SID M. ROSENBERG, INC. DOES NOT DISCRIMINATE AGAINST ANY PERSON IN ACCORDANCE WITH THE REQUIREMENTS OF LOCAL, STATE OR FEDERAL FAIR HOUSING LAWS, NOR DOES THE LAW OFFICE DISCRIMINATE ON THE BASIS OF ANY OF THE FOLLOWING CATEGORIES AS DEFINED BY APPLICABLE FAIR HOUSING LAW: RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, NATIONAL ORIGIN, MILITARY STATUS, DISABILITY, ANCESTRY, IMMIGRATION STATUS, PRIMARY LANGUAGE SPOKEN, CITIZENSHIP, AGE, SOURCE OF INCOME, GENDER, GENDER IDENTITY, GENDER EXPRESSION, SEXUAL ORIENTATION, MARITAL STATUS, GENETIC INFORMATION, OR MEDICAL CONDITION.

The person with whom you will be meeting was already determined by one of our staff at the time that you scheduled your appointment; however, due to a variety of circumstances, the person with whom you will be meeting is subject to change, and will be determined solely and exclusively by the Law Office.

If you are meeting (in person or by phone) with Mr. Rosenberg, Mr. Scharlach, Mr. Shoff or Elizabeth - the office manager - for another person or entity (ie. as a property manager, resident manager, authorized agent, power of attorney, etc.), no "attorney-client" relationship will be created with you; the anticipated and intended client is only the person or entity with whom we are meeting.

The Law Office maintains errors and omissions insurance coverage. Law Office is not responsible for the client's lost rents, tenant or third party damages to the tenancy premises, unpaid utilities, or tenancy premises operating expenses. Law Office does not guarantee or warrant the result or outcome of any case. Our office does not provide tax advice. In the event of a judgment or verdict against the owner/landlord, the Law Office has no duty or responsibility to pay the awarded attorneys fees, costs of suit, or statutory penalties.

It is your obligation to provide the Law Office with truthful information and accurate documents. The undersigned represents that the documents and information provided to the Law Office are truthful and accurate, that the facts and circumstances provided are real and not fabricated or surreptitious, and that this appointment is not being used as a pretext or subterfuge for the undersigned or for any other person or entity. All communication with this office and staff is confidential and protected by the "attorney-client" privilege and attorney duty of confidentiality with the client and/or the person or entity with whom you are meeting.

It is expected that payment to the Law Office will be made at the termination of the time spent with any of the above-stated persons unless prior arrangements have been previously made in writing.

The foregoing information does not constitute a guarantee, warranty, or prediction regarding the outcome of your legal matter.

I authorize, in advance, use of the charge card reflected on this Appointment Agreement or the Eviction Questionnaire for payment, as well as payment of any additional "extraordinary" services that are rendered including negotiations, research, preparation of documents or future time on this matter pursuant to this agreement. I understand that a copy of any charge receipt will be sent to me with a copy of the billing.

THE LAW OFFICE INTENDS TO RETAIN ALL CLIENT FILES FOR A PERIOD OF NOT LESS THAN FIVE YEARS FROM COMPLETION OF REPRESENTATION, AFTER WHICH THE FILE WILL BE DESTROYED. WITHIN THE FIVE YEARS, IF YOU WISH TO HAVE COPIES OF YOUR FILE, WE WILL GLADLY PROVIDE YOU WITH DUPLICATE COPIES. THERE WILL BE AN ACQUISITION AND ADMINISTRATION FEE OF \$50.00 TO OBTAIN THE FILE FROM THE STORAGE SHED.

I already know that I need legal services and/or attorney representation. I understand and agree that payment to the Law Office is expected at the termination of the time spent with any of persons listed above. I intend to pay for the time spent in the following manner: *(Please check one)*

Cash

Credit Card

Type of card (Circle One): **VISA** **MC** **DISCOVER**

Personal Check

Card #: _____

Exp. Date: _____ V Code: _____ Zip _____

A Retainer Agreement for legal services and/or representation has already been signed by me.

Either my principal or I have made advance written arrangements for billing.
(Applicable only for existing property management, corporate or large apartment complex clients, or for special circumstances)

Your Name: _____

Company: _____

Physical Address/City/Zip: _____

Mailing Address if different: _____

Home Phone: () _____ Best time to call: _____

Work Phone: () _____ Best time to call: _____

Cell Phone: () _____ Fax #: _____

E-Mail: _____

Who referred you to our office?: _____

Dated: _____ **X** _____

Signature of person meeting with Mr. Rosenberg, Mr. Scharlach, Mr. Shoff or the Office Manager