



TENANT CONSULTATIONS TENANT SERVICES FEE PROGRAM GUIDELINES

Office/Phone Consultation & Demand Letter	Fee: \$ 150.00 residential, \$ 180.00 mobile home, \$ 350.00 Commercial
Client Requirements:	Client Checklist:
Legal work performed:	Attorney Checklist: Please initial
<ul style="list-style-type: none"> Meeting with client (tenant) review intake form and related documents, interview client regarding facts and goals. 	
<ul style="list-style-type: none"> Answer client’s questions regarding their legal rights, duties, and options. Provide legal advice. 	
<ul style="list-style-type: none"> Write draft of demand letter and send to client for review and approval. If changes to the draft are needed, write second and send for review/approval. 	
<ul style="list-style-type: none"> Mail approved letter to landlord and a copy to client. 	
<ul style="list-style-type: none"> Forward any landlord response(s) to the client. Discuss the landlord response as needed. If the demand letter does not achieve the desired results, provide a short follow up consultation to advise client of their next option, which is usually to sue landlord in small claims court. 	
Does not include: (subject to an additional fee by the attorney)	Additional fees
<ul style="list-style-type: none"> Negotiating with landlord 	
<ul style="list-style-type: none"> Conveying or repeating client demands/requests to landlord beyond those made in the letter. 	
<ul style="list-style-type: none"> Writing a follow up letter or another letter in response to landlord’s response letter 	
<ul style="list-style-type: none"> Acting as an intermediary between client and landlord 	
<ul style="list-style-type: none"> Responding to any unlawful detainer or any other lawsuit. 	
<ul style="list-style-type: none"> Assistance with preparing and/or filing a small claims case or any other type of lawsuit. 	



Lease Break Office/Phone Consultation and Letter	Fee: \$ 350.00 residential only
<ul style="list-style-type: none"> Meeting with client (tenant) review intake form and related documents, interview client regarding facts and goals. 	
<ul style="list-style-type: none"> Answer client’s questions regarding their legal rights, duties and options. Provide legal advice. Advise client of risks of breaking lease and potential consequences per client’s specific circumstances. Advise client that the letter is not guaranteed to persuade the landlord to release the client from liability under the subject lease agreement. 	
<ul style="list-style-type: none"> Write draft of lease break letter and send to client for review and approval. If changes to the draft are needed, write second and send for review/approval. 	
<ul style="list-style-type: none"> Mail approved letter to landlord and a copy to client. 	New Fee Agreement and costs:
<ul style="list-style-type: none"> Forward any landlord response(s) to the client. Discuss the landlord response as needed. 	
<ul style="list-style-type: none"> If the demand letter does not achieve the desired results, provide a short follow up consultation to advise client of their next option, which is usually to sue landlord in small claims court. 	
Does not include: (subject to an additional fee by the attorney)	Additional fees
<ul style="list-style-type: none"> Negotiating with landlord 	
<ul style="list-style-type: none"> Conveying or repeating client demands/requests to landlord beyond those made in the letter. 	
<ul style="list-style-type: none"> Writing a follow up letter or an additional letter in response to landlord’s response letter 	
<ul style="list-style-type: none"> Acting as an intermediary between client and landlord 	
<ul style="list-style-type: none"> Responding to any unlawful detainer or any other lawsuit. 	