

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

## **Re: Engagement for Commercial Real Estate Services - Evergreen Retainer Agreement**

Dear [Client Name],

This letter confirms that [Law Firm/Company Name] ("Firm") will represent [Client Name] ("Client") in connection with [Description of Project/General Real Estate Matters].

### **1. Scope of Services**

The Firm will provide legal services including, but not limited to, drafting and negotiating commercial leases, purchase and sale agreements, title review, and general real estate consultation. This engagement does not include litigation or tax advice unless specifically agreed upon in writing.

### **2. Evergreen Retainer**

Client agrees to provide an initial deposit of \$[Amount] (the "Retainer"). This Retainer shall be held in a trust account. The Firm will apply funds from the Retainer to pay monthly invoices for fees and costs incurred. This is an "Evergreen" Retainer, meaning Client must replenish the account whenever the balance falls below \$[Minimum Balance].

### **3. Billing and Fees**

Fees will be charged based on the following hourly rates:

- Partners: \$[Rate]/hr
- Associates: \$[Rate]/hr
- Paralegals: \$[Rate]/hr

Invoices will be sent monthly. If the Retainer is not replenished within [Number] days of a request, the Firm reserves the right to suspend work.

### **4. Costs and Expenses**

Client is responsible for out-of-pocket expenses such as recording fees, courier charges, filing fees, and travel expenses.

### **5. Termination**

Either party may terminate this agreement upon written notice. Upon termination, any unused portion of the Retainer will be returned to the Client after all outstanding fees and costs have been paid.

Please sign and return this letter along with the initial Retainer payment to begin our representation.

Sincerely,

[Principal Name]  
[Firm Name]

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**Acknowledgment and Acceptance:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Client Printed Name]