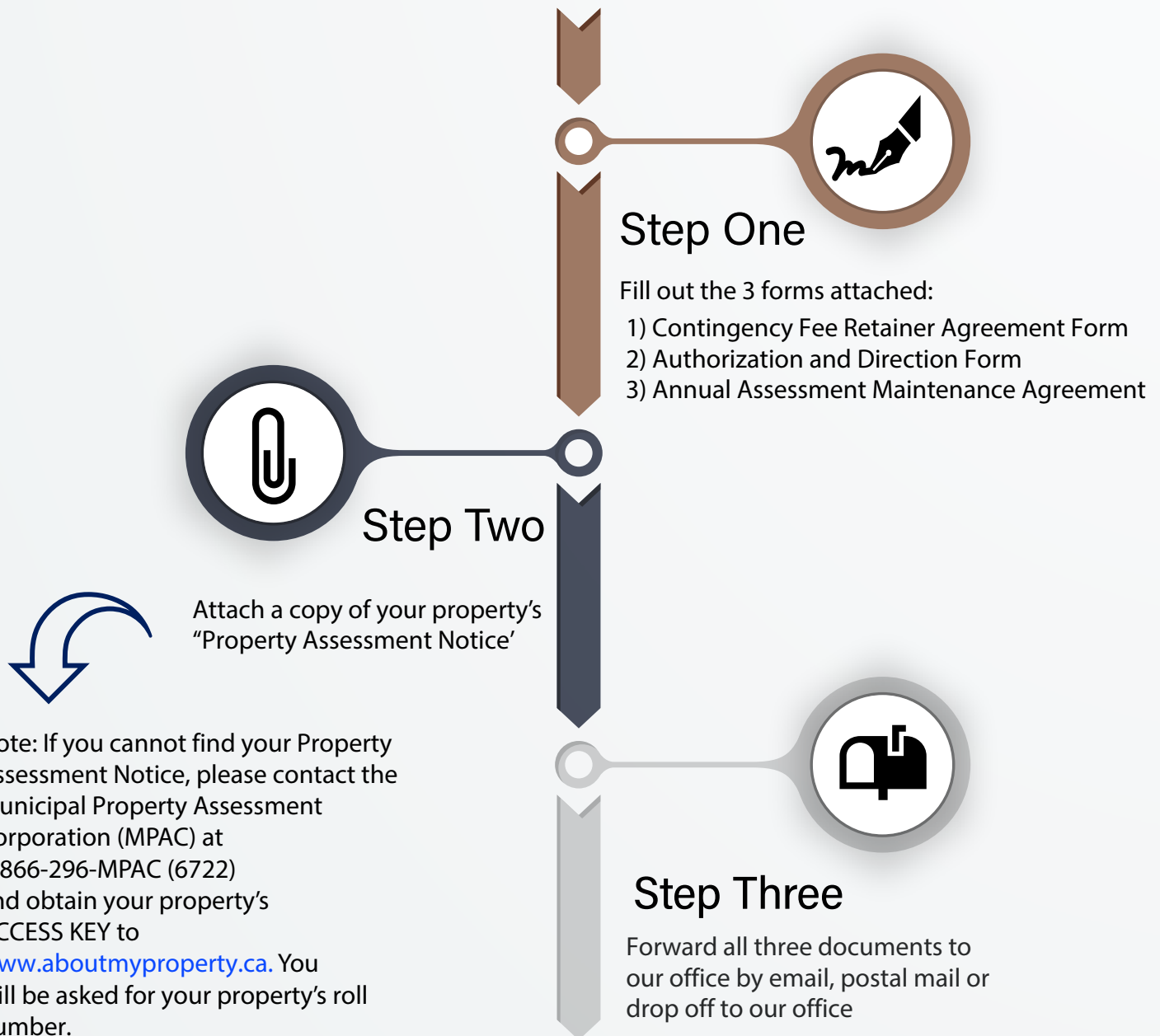




How to Hire Us to Help You With Your Property Taxes



*Let us do the rest
of the work for you*





Contingency Fee Retainer Agreement

This agreement made on _____ between _____
(insert date) (insert client name)

(hereinafter referred to as the "client") and **AR Notary & Legal Services** agree to the following:

Tax Years: 2022-2027

i - Scope of Work:

The client instructs and authorizes AR Notary & Legal Services to act on all matters pertaining to property assessment issues for the following property:

(insert property address)

(insert property roll number)

ii - Property Information:

The client agrees to provide AR Notary & Legal Services all relevant data and information of the subject property if requested. The client authorizes AR Notary & Legal Services to inspect the subject property if requested.

iii - Settlement of Lower Property Assessment:

The client authorizes AR Notary & Legal Services to negotiate an entire settlement or withdraw an appeal, at any time, at the sole discretion of AR Notary & Legal Services.

iv - Fees:

The client understands that AR Notary & Legal Services will **not charge any fee** unless a reduction in property assessment is obtained. If a reduction in property assessment is obtained, the contingency fee will equal to a portion of the property tax savings at a rate of 50%, plus H.S.T, which is calculated using the following formula:

[(assessment of subject property as of valuation date) - (assessment obtained by AR Notary & Legal Services as of valuation date)] x (applicable municipal tax rate) x 50%, plus H.S.T.

The contingency fee will become payable only after the reduction in assessment has been documented by Minutes of Settlement or a decision of the Assessment Review Board. The client is responsible to pay the Assessment Review Board to file an appeal.

v - Early Termination:

Before a matter is completed, the client can terminate this agreement by notifying AR Notary & Legal Services in writing. The client agrees to pay an hourly fee based on the actual time spent up to the date of ending the services at a rate of \$250.00 per hour.

AR Notary & Legal Services can also terminate this agreement by notifying the client in writing.

vi - Collection:

The client agrees that simple interest of two percent (2%) per month with a maximum of twenty-four percent (24%) per annum will accrue for any outstanding account owing. The client agrees that a fee in the amount of fifty dollars (\$50.00) will be applied to the client's account for every cheque not honoured by the client's financial institution.

(insert client name)

(insert client signature)

(insert date)

Note: If client is a corporation, client must have authority to bind the corporation to this agreement.

AR Notary & Legal Services representative name

AR Notary & Legal Services representative name

(insert date)



Direction and Authorization Form

Property Information

Name of Registered Property Owner:

(insert name of registered property owner)

Property Roll Number:

(insert property roll number)

Property Address:

(insert property address)

Tax Years: 2022-2027

Please accept this authorization for AR Notary & Legal Services to act on my/our behalf as sole and exclusive agent in all matters pertaining to my/our real property assessment, including their access to all files and data, which may be held at the regional assessment office or tax department. This authorization includes the filing of all appeals, representing me/us in discussions and negotiations with the Municipal Property Assessment Corporation, acting on my/our behalf at all levels of hearings, and inquiring on my/our behalf at the local tax department to determine if and when a refund has been applied.

Property Owner Information

Name:

(insert name)

Mailing Address:

(insert mailing address)

Home Phone No.:

(insert home phone no.)

Cell Phone No.:

(inset cell phone no.)

Business Phone No.:

(insert businessphone no.)

Fax No.:

(insert fax no.)

E-mail Address:

(insert e-mail address)

Occupation:

(insert occupation)

Signature

(insert client name)

(insert client signature)

(insert date)



Annual Assessment Maintenance Agreement

Registered Property Name:

Roll Number:

**Agreement made on _____, between
herein referred to as Client, and Roman Andrzejewski, Paralegal, licensed by the
Law Society of Ontario, under #P04496, herein referred to as Consultant, agrees as follows:**

I - Identification:

Client hereby engages the Consultant, and the Consultant agrees to maintain assessment matters, for the property outlined above, more particularly described as follows:

The annual property assessment maintenance under this agreement includes analyzing annual Notice of Assessment as returned, analyzing assessment of comparable properties, conducting inspection of subject and comparable properties as required, verifying the correctness of information held by Regional Assessment Office, issuing opinion on level of assessment and taxation of subject property, liaise with Regional Assessment Office, and advising course of action.

II - Authorization and Data to be Furnished

Client authorizes the Consultant to inspect the premises; if applicable, and agrees to furnish the Consultant with all pertinent data, which the Consultant requests in connection with the assignment. If special legal instructions are to be considered by the Consultant, such instructions shall be in writing and the basis for such instruction in applicable case law shall also be provided to the Consultant.

III - Duration of Annual Assessment Maintenance Agreement

I understand that this Annual Assessment Maintenance Agreement is in force from the date it is signed by the Client and the Consultant, and its force will continue until revoked by either party in writing, but no later than November 1, to be effective for the next Maintenance cycle in the following year. For the purpose of this Agreement, the Annual Assessment Maintenance cycle starts on April 1, and ends on March 31, of the following year.

IV - Compensation:

I understand that the Consultant will charge annual flat fee of \$100 plus GST for services outlined in paragraph I of this Agreement, which are due on April 1, of each year.

V - Collection:

Client and the Consultant agree that simple interest of two percent (2%) per month compounding to twenty four percent (24%) per annum will accrue of any balance for compensation described in section IV, due to the Consultant and remaining unpaid as of the date due. Client also agrees to pay the Consultant reasonable expenses incurred in collecting all amounts due and owing under the terms of this Agreement, including court costs and attorney's fees. A fee in amount of fifty dollars (\$50) will be applied to Clients account for every cheque not honored by Clients financial institution.

Client Signature:

Date and Place:

Roman Andrzejewski:

Date and Place: