



Clayton & McCulloh
ATTORNEYS AT LAW

2009 - 2010 CANCELLATION OF REPRESENTATION AGREEMENT

Complete this form only if you are terminating your contractual relationship with Clayton & McCulloh

All sections of this form must be completed in its entirety with information requested to constitute proper notice and be received by C&M by the due date to avoid the \$100.00 Cancellation Fee. Please do not leave any section(s) blank or decline providing requested information. The president of the Association must execute this Cancellation of Representation Agreement. It cannot be executed by the Manager of the Management company. An incomplete or improperly completed Cancellation Notice is subject to the \$100.00 Cancellation Fee.

1. Our Association has decided to terminate our contractual relationship with Clayton & McCulloh effective:

(please provide date above)

2. We decided against continuing our relationship with Clayton & McCulloh because (please provide specific reasons and not vague statements): _____

3. Please provide the name(s) attorney(s) and/or paralegal(s) that were assigned to handle the matters that rendered your dissatisfaction. _____

3. When the problem cited above for terminating your relationship with us occurred, did you bring it to the attention of someone in the firm? If so, to whom did you address your concerns to and what were the results? _____

Cancellation of Relationship with Clayton & McCulloh
In the regrettable event that the Association elects to terminate their relationship with Clayton & McCulloh, please complete this Cancellation Notice in its entirety (to avoid any administrative fees) and forward this form to our Director of Clients Services no later than _____

4. Would assigning your Association another attorney or paralegal resolve your differences with the firm?

5. Is there anything we can do at this time to resolve the differences so you would not want to terminate your relationship with us?

6. Our new firm is (please use name of firm rather than individual attorney)

(Name of Law Firm)

7. Please select as many as apply:

- Please continue with any work that you are now handling for us until conclusion. We understand that we will be responsible for all legal fees and costs and may be requested to furnish a retainer to cover the balance of the work to be accomplished. We understand that we will be required to execute a new Representation Agreement for each matter that we will be handling until conclusion.
- Please cease all work for us. Please advise what our outstanding balance is and we will forward a check to pay any outstanding invoices. We understand that by selecting this option that it may not be in the best interest financially for the Association to select this option.
- Please supply copies of any active files to our new law firm. We understand that there will be administrative, copy charges, and/or courier or postage fee to perform this task which must be paid prior to C&M undertaking this task. We understand that upon receipt of the above fees, our files will be transferred to our new firm.

By: _____
Signature of President

Printed Name of President

Please print name of Association

Date

Return this form to: Arlene-Frances Ring, Director of Client Services
Clayton & McCulloh
The Clayton & McCulloh Building
1065 Maitland Center Commons Blvd.
Maitland, FL 32751