



**Agree Realty Corporation (“Agree Realty”), a high-growth Real Estate Investment Trust traded on the New York Stock Exchange (ticker symbol: ADC) based in Bloomfield Hills, Michigan is seeking to immediately fill the position of Senior Real Estate Paralegal with a qualified candidate.**

**As a part of our team, you will experience a workplace that is highly successful, fun, rewarding, supportive and energizing. All team members are given the opportunity to aggressively advance their career in our rapidly expanding and highly profitable company. Constantly challenging ourselves to improve and learn is one of our most cherished core values. Agree Realty’s success is due in a large part to its growing, unique, collaborative team dynamic that forges strong friendship bonds among the team members. We trust and empower our team members to make decisions and improve processes. Ongoing professional development and technology training opportunities are regularly offered to help all team members advance their careers. Our team members feel comfortable and at home working in our award-winning modern office environment furnished with a generously stocked state-of-the-art Café, outdoor patio, extensive natural sunlight and open-area collaboration workspaces. Our team members enjoy generous compensation and benefits packages that include 100% company-paid health insurance, retirement plan, health club memberships and three company-provided lunches per week. Dinner is provided to team members who work late.**

### **Senior Real Estate Paralegal:**

The Senior Real Estate Paralegal role requires an experienced, self-motivated, and collaborative team player who can work independently in a fast-paced environment. This individual must be capable of driving results with strict adherence to existing process and procedures. The Senior Real Estate Paralegal will assist in document preparation and facilitation of acquisition transactions, development projects, and dispositions. The role requires a diverse technical real estate background with experience executing a multitude of commercial real estate transactions in a compressed timeframe.

### **Primary Responsibilities:**

- Prepare executive summary of purchase agreements.
- Prepare critical date summary of commercial leases for development projects.
- Drafting of transaction specific tenant and declaration estoppel certificates.
- Transaction coordination including ordering of title work, wires transfers, earnest money deposit escrows, insurance requirements, and funding of transactions for closing.
- Completion of title and survey reviews and preparation of objections or responses thereto.
- Coordination of entity formation and qualification.
- Closing responsibilities including UCC lien and litigation searches, coordination of closing documents and approvals, and facilitation of wires.
- Prepare summary of material lease terms for asset management and lease administration.
- Post-closing internal transition coordination with asset management and lease administration.
- Assist Asset Management with disposition transaction coordination and closing.
- Assist Development Team with land acquisition coordination and closing.



**Applicant Characteristics:**

- Excellent organizational skills
- Ability to think strategically and tactically execute an action plan
- Articulate issues and recommend solutions clearly and concisely both verbally and in writing
- Strong analytical skills
- Must thrive in a fast-paced environment
- Proven ability to lead and work in a growing Team

**Minimum Job Requirements:**

- BA/BS degree in related field required
- Paralegal Certification from an ABA qualified program
- Minimum 6+ years of commercial real estate transaction/development/leasing experience
- Ability to interpret leases for national and superregional retail tenants
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Proven success in a team environment managing multiple projects and priorities
- Proven ability to define objectives, set expectations
- Strong proficiency in Microsoft Excel, PowerPoint and Project

For consideration, please submit your resume by email to Jeanine Simjanoski, [jeanine@agreerealty.com](mailto:jeanine@agreerealty.com)

**About Agree Realty**

*Agree Realty is a publicly traded real estate investment trust (REIT) and industry leading acquirer and developer of retail net lease properties across the United States. The Company is traded on the New York Stock Exchange under the symbol ADC. Agree Realty was founded in 1971 and has been publicly held since 1994. The Company's growing portfolio currently consists of over 520 properties located in 45 states and totaling approximately 9.8 million square feet of gross leasable area. Building upon the foundation of excellence established throughout the past four decades, Agree Realty seeks to become the premier company in the retail net lease space.*