



## **Real Estate Paralegal**

Agree Realty is looking to hire a Real Estate Paralegal whose responsibilities will include title/survey review, document preparation, facilitation of acquisition and disposition transactions and development projects. The role requires a diverse technical real estate background with experience executing a multitude of commercial real estate transactions in a compressed timeframe. The 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. This position will work regularly with the Legal and Asset Management teams amongst others.

### **What you will do:**

- Prepare executive summary of purchase agreements.
- Review transaction specific tenant and declaration estoppel certificates.
- Transaction coordination includes ordering of title work, wires transfers, earnest money deposit escrows, title insurance requirements, and funding of transactions for closing.
- Completion of title and survey reviews and preparation of initial objections or responses thereto.
- Closing responsibilities including reviewing UCC lien and litigation searches, coordination of closing documents and approvals.
- Assist Asset Management with disposition transaction coordination and closing.
- Assist Development Team with land acquisition coordination and closing.

### **Who you are:**

- BA/BS degree in related field preferred
- Paralegal Certification from an ABA qualified program
- Minimum 3-5+ years of commercial real estate transaction/development/leasing experience
- Ability to interpret leases for national and superregional retail tenants
- Articulate issues and recommend solutions clearly and concisely both verbally and in writing
- Excellent organizational skills, verbal and written communication skills
- Strong analytical skills
- Must thrive in a fast-paced environment
- 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

### **Why Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Royal Oak, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading, omni-channel retail tenants. As of June 30, 2024, the Company owned and operated a portfolio of 2,202 properties, located in 49 states and containing approximately 45.8 million square feet of gross leasable area.



We offer our team members generous compensation and benefits packages that include:

- 100% company-paid monthly health insurance premiums for team members and dependents
- 100% company-paid short-term, long-term, and life insurance premiums for team members
- Simple IRA retirement plan with 3% company match
- 3 company-provided lunches per week
- Onsite fully equipped gym and locker rooms
- Opportunity to volunteer at a charity of your choosing with our Agree Gives Back program

Our team feels at home working in our brand new, modern office building furnished with a generously stocked café, state-of-the-art auditorium, coffee bar, and open-area collaboration workspaces. Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

To apply, please visit: <https://airtable.com/appbXXJWXpn1JrsI8/shr1p8mNYNEZTx1U1>

For additional information about our company, please visit: <https://agreerealty.com/>

*Agree Realty Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.*