Commercial Real Estate Law Clerk

ABOUT THE ROLE

This position is responsible for the review, negotiation, drafting and completion of complex retail lease documentation with various landlords and/or solicitors. This includes, without limitation, the preparation and negotiation of various types of lease agreements, tenant acknowledgements, notices and directions, statutory declarations, notices of lease, non-disturbance agreements and amending agreements.

Full time in office, Aurora

32 hour flexible work week.

Duties and Responsibilities

Project /Task Management and Negotiation

- Accurate and timely review, negotiation, drafting and finalization of complex retail shopping centre and condominium lease agreements and/or other related legal documentation.
- Coordinate the execution of all leases and related documents for both tenant and landlord in a timely manner.
- Ensure that all legal documentation complies with company policies, procedures and strategies.
- Ensure that due diligence is taken to capture all landlord's and tenant's obligations and agreements (as amended during the negotiation process) and are accurately documented in the various legal documents entered into between the parties.
- Organize and expedite the flow of work and manage a bring forward system.
- Act as the liaison between company management and outside landlords, their solicitors and/or other third parties.

- Review, draft and finalize Estoppels and Tenant Acknowledgements as and when required.
- Review Notice and Directions ensuring proper changes of landlord are accurately recorded when required.
- Draft various correspondence (letters and emails) relating to lease negotiations and other ongoing matters.
- Ensure the complete and accurate filing (hard copy and electronic copy) of all leases and other legal documents.
- Prepare and register Notices of Lease, Partial Discharges and Full Discharges across the country including all administrative tasks related to same (correspondence and purchase orders).
- Prepare all required documentation for the department ensuring all details are accurately recorded and ready in advance of presentation to management for final approval.

- Review and research lease agreements and other legal correspondence and provide written and/or verbal interpretations of the lease provisions together with written and/or verbal advice with respect to the practical application of the lease provisions.
- Abstract critical clauses from the lease agreement and track same as required by management.
- Update lease documentation status logs on outstanding files for internal use and tracking.
- Calculate, track, diarize and prepare all documents related to the collection of Tenant Allowances for each location, including the preparation of Statutory Declarations. Update logs for status of Tenant Allowance collection.
- Build and manage precedent and template documents.
- Initiate and complete other projects, tasks, duties and responsibilities to support Real Estate as assigned from time to time.

Education & Skills

- 5+ years' experience in commercial leasing specializing in retail shopping centre leasing.
- 5+ years' experience with retail lease negotiation
- 5+ years' work experience with a "hands-on" approach to handle multiple projects and simultaneous deadlines
- Advanced level of business acumen.
- Advanced level of computer skills, including MS Word, MS Excel and MS Outlook
- Fluent in English, both verbal and written
- Extensive knowledge of lease requirements across Canada and real estate law is required.
- Basic knowledge of Terraview