

Sheila Ortiz*

Paralegal

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Sheila Ortiz is a commercial real estate paralegal in the New York office. She has vast experience in all aspects of real estate transactions including representing clients on mergers, acquisition, sales construction matters, lenders in closings, representing individuals and corporations in purchases/sales and refinances. Sheila regularly meets with clients to draft, review and assist in execution of closing documents, UCC financing statements, as well as acts as managing agent for cooperative buildings.

Sheila prepares stock certificates, proprietary leases, and other related forms for cooperative closings for transfer and sponsor sales. She reviews contract of sales, loan commitment & appraisal reports and also analyzes and reviews searches, title commitments and exception documents. Sheila regularly examines surveys, drafts escrow agreements & negotiates title issues. She creates and distributes title and survey memorandums to applicable parties to clear title exceptions and also manages client files for properties in default.

Sheila develops strong and trusting relationships with clients and interacts frequently with lenders, title companies and zoning search companies. She prepares and assist in creating and forming entities and obtaining organizational documents. She prepares and handles all documents required for residential closings, including: contract of sales, transfer tax returns, FIRPTA, 1099's, deeds, adjustments, closing statements and closing binders. Additionally, she generates assignment documents for securitization purposes, as well as drafts and reviews state and city transfer documents on ACRIS website, including cover sheets.

*Sheila Ortiz *is not a practicing attorney.*

Languages

- Spanish

Education

- City University of New York at Baruch College (B.A., 1996)

