



Commercial Real Estate Diligence Staff Attorney

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking an experienced Commercial Real Estate Diligence Staff Attorney to join the firm's Real Estate Practice Group. This position will be located in our New Jersey, New York or Connecticut office, though remote work will be considered for the right candidate.

The Commercial Real Estate Diligence Staff Attorney will independently handle a wide variety of commercial real estate matters, including loan transactions, acquisitions, dispositions, development and joint ventures. This position will conduct and coordinate due diligence and work closely with partners, associates, clients and third-party diligence providers in reviewing, summarizing and addressing diligence issues for closing. The ideal candidate will also take the lead in training, supervising and mentoring paralegals and junior associates in these disciplines.

Key Responsibilities:

- Independently conduct and oversee title, survey and zoning reviews for commercial real estate transactions, including, but not limited to, preparation and review of comprehensive summaries and document abstracts, title objection letters, estoppels, subordination, non-disturbance and attornment agreements, releases, notices and other related documents.
- Advise other attorneys and clients on ALTA title insurance standards, NSPS survey standards and applicable zoning ordinances.
- Negotiate and finalize diligence documentation with title companies, surveyors and zoning consultants.
- Highlight diligence issues identified during review, collaborate with and act as a resource to attorneys in determining appropriate resolution.
- Review recordable transaction documents, ensuring they are in appropriate form.
- Oversee post-closing title, survey and zoning obligations, maintain a log of outstanding items, and proactively ensure all are completed as and when required.
- Take the lead in training, supervising and mentoring paralegals and junior associates in the areas of diligence review.
- Assist the closing paralegals in finalizing all closing binders and other deliveries.

Education and Experience:

Juris Doctor (JD) degree from an accredited law school. Bar admission is required in an attorney's resident and/or affiliated office.

Minimum of 5 years of commercial real estate practice experience, including extensive experience with due diligence for commercial real estate closings (big law preferred). Commercial, not

residential, experience is a must. The ideal candidate will have experience independently handling both financing and acquisitions.

Knowledge, Skills and Abilities:

- Extensive experience in title, survey and zoning matters relating to commercial real estate.
- Strong legal analysis, issue-spotting and problem-solving skills, with exceptional attention to detail and a high level of accuracy.
- Proven ability to work independently, exercise sound legal judgment, and organize and prioritize multiple assignments while managing deadlines efficiently.
- Strong and effective verbal and written communication skills, particularly in advising internal teams and negotiating with external parties.
- Demonstrated success in training and mentoring others.
- Comfortable engaging with various personalities, both internally and externally, to work collaboratively across teams.
- Proficiency in Microsoft Office Suite, including Excel.

The salary range displayed is specifically for those potential hires who will work or reside in New Jersey, New York or Connecticut if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, such as certain degrees and certifications (e.g. JD). Salary Range for all Locations: [Low: \$150,000 - High: \$200,000].

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).