

LORETTA SMITH

Paralegal
Real Estate

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Loretta Smith is a paralegal in the Real Estate Section of Rutan & Tucker, LLP experienced with commercial real estate transactions on behalf of both sellers and buyers including preparation of critical dates memorandum and transactional closing documents. Loretta also conducts survey and title review (including summarization of significant title concerns and negotiation with title officers and underwriters to modify exceptions and obtain endorsements).

Loretta is experienced in simple and complex commercial real estate financing on behalf of both borrowers and institutional lenders, including real estate acquisition and development financing on behalf of borrowers and syndicated loan financing on behalf of agent lenders. Loretta assists with preparation and maintenance of closing checklists; survey and title review; review of due diligence; drafting of ancillary loan documents and closing instructions; review and preparation of entity organizational documents, resolutions, officer certificates and related documentation; conducting UCC, judgment, tax and litigation searches; and providing loan workout/modification and non-judicial foreclosure assistance to lenders.

Loretta also provides the Real Estate Section with corporate assistance with formation, maintenance and dissolution of all types of business entities in all states, including drafting of bylaws, operating agreements, partnership agreements, organizational and maintenance resolutions along with assisting clients with obtaining EINs, business licenses, independent managers and related corporate needs.

Related Services

- Real Estate
- Corporate Finance