

Commercial Real Estate Attorney and Licensed Title Insurance Agent

BERNSTEIN SHUR PORTLAND, ME

Bernstein Shur – is seeking an experienced Commercial Real Estate Attorney with an underwriting license. This is a great opportunity to join a dynamic firm supporting the Monument Title Company (MTC) a division of Bernstein Shur's Real Estate Practice Group (REPG) in Portland, Maine. Interested candidates should have experience in commercial real estate transactions including abstracting, underwriting complex commercial real estate titles and Maine Title Standards/Real Estate best practices, and be energetic and eager to put their experience to work immediately. This position will assist lawyers with real estate transactions, through due diligence, structuring, financing, and closing. The attorneys and the members of the administrative staff in the REPG work as a team to maintain superior client relationships. This position is a key member of the REPG team, and the expectation is that most of his/her time will be billable to clients. In consideration of the pandemic remote work is available, however, attendance at socially distanced closings may be required. In the future this position is required to work within our office. Bernstein Shur is located in the beautiful Old Port area of Portland, Maine.

Summary of Position:

Manage complex title projects, review, and underwrite title abstracts, negotiate premiums and coverages with title insurance companies, provide title clearing assistance and drafting of title clearing documents. Provide support and direction to colleagues.

Principal Duties and Responsibilities:

Evaluates preliminary title reports to determine insurability, with primary accountability for satisfaction of title underwriting requirements

Reviews and approves searches of title in accordance with established procedures to determine the condition of title and the effect of deeds, trust deeds, mortgages, quitclaim deeds, easements, tax liens, assessments, mechanics' liens, probates and other conveyances and encumbrances necessary to issue various standard form policies;

Verifies legal descriptions to assure complete coverage of property

Abstracts title documents to ensure that all conditions are accurate and accounted for

Reviews customer instructions to determine whether instructions can be met within the limits of the policy requested and the scope of services rendered by the company

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Recommends methods of resolving problems in preliminary title report and reconciles customer's instructions with conclusion of examination

Consults with higher level personnel on unusual conditions

Meets with attorneys, escrow officers, real estate agents, customers and other to discuss title matters

Prepares a variety of written reports, correspondence, files, and records

Evaluates court opinions related to bankruptcy, death, divorce, judgements, and other Court actions to determine and account for impact on title

Reviews plotted easements and corollary documents, arranges for drafting as needed

Reports conclusions of title examination to customer showing vesting, legal description and all encumbrances affecting the property

Directs the recording of documents, and issuance of various standard policy forms

Orders surveys, reviews plans, and surveys and interacts with surveyors to obtain final survey product.

Uses basic mathematics to calculate premium, splits, etc.

Requirements:

Must have 5 to 10 years of commercial real estate experience.

Must be licensed title insurance agent in Maine, a New Hampshire license is a plus.

The must have strong technical skills; high proficiency in Microsoft Office Suite and the ability to learn the firm's document management and billing systems.

Benefits:

The firm offers a first-rate compensation and benefits package including medical, dental, vision, 401K, vacation, and personal time. 23 day of PTO and free parking. Bernstein Shur's learning and training courses are available for all employees. Our staff actively participates in firm activities and within the community. Bernstein Shur has earned Best Places to Work in Maine for nine years. Bernstein Shur is an equal opportunity employer.

**Interested candidates should send a resume and cover letter to
hiring attorney Lindsay Leone Lleone@bernsteinshur.com.**