



## WHITNEY PEREZ

SENIOR PARALEGAL

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Whitney Perez has more than 20 years of experience as a paralegal, primarily focusing on residential and commercial real estate.

She supports the firm's attorneys in a variety of roles pertaining to real estate transactions as transfer agent for over 20 co-ops and condos in the real estate department.

In addition to working with Board Members, management, brokers, shareholders and their attorneys in reviewing contracts, estate documents, title reports, lien searches and other closing related materials for purchases, sales, refinances and foreclosures, she also assists in the replacement of lost documents and the reissuance of new documents. She also prepares contracts of sale and assists in the interviewing process and preparation of applications for prospective purchasers.

She communicates regularly with co-ops' Board Members and management with respect to changes in policies, procedures, requirements and fees when it comes to the transfer of shares.

Whitney also aids in the review of loan, transfer and estate documents, as well as the preparation of closing statements, filing documents with the New York City Department of Finance, and post-closing procedures. She maintains and updates stock ledgers and stock books, and records financial information related to biannual state filings.

Further, Whitney has experience supporting corporate, litigation and banking attorneys with new entity formation, respective trial and closing preparation, document review, document production, and file management.

She has experience with various software programs including Microsoft Office suite, Microsoft Excel, Lexis/Nexis, Adobe, NYSBA HotDocs, Roxio Creator, ACRIS and WorkSite. Whitney is also a Notary Public.

### BACKGROUND

Prior to joining the firm, Whitney was a paralegal at a mid-Atlantic law firm where she was responsible for supporting attorneys on matters related to more than 20 condominium and cooperative buildings in Manhattan, Brooklyn and Queens, New York.

### EDUCATION

- University of Maryland (B.A.)

- Criminal Justice
- Paralegal Certificate