



YELENA RAYKIN

SENIOR PARALEGAL

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Yelena Raykin is a senior paralegal at Armstrong Teasdale. Over the course of two decades, Yelena has developed a reputation as a detail-oriented and results-driven professional who works effectively with clients, lawyers, shareholders and lenders.

In her role as a real estate paralegal, Yelena is responsible for supporting the firm's lawyers in real estate transactions, including condominium and cooperative closings. In coordination with AT's lawyers, Yelena also acts as the transfer agent for numerous co-ops, and handles all aspects of stock transfers for clients. This includes close contact and coordination with counsel to both the purchaser and seller, the co-op's managing agent, the board and the purchaser's lender.

When there is a typical sale, she reviews co-op lien searches and recognition agreements. In the event of a reissuance of lost documents, she will review the lien search and prepare affidavits (and the Eagle 9 policy, when required). When there is a sale of a co-op unit by a Board, working with AT's lawyers, she is responsible for preparing the contract of sale and closing statements, and calculating closing adjustments, co-op fees and New York City and New York State transfer taxes (and prepares the transfer tax forms). In the event of a transfer to a trust, she will assist the attorneys in reviewing the trust and preparing any required agreements. When there is a sale by an estate, Yelena works with the lawyers to review estate documents, which may include Letters Testamentary and the Will itself, as well as co-op lien searches and recognition agreements. In many of the foregoing transactions, she will also review powers of attorney and Uniform Commercial Code documents, and prepare escrows (for purchaser) or affidavits when required. Yelena is well versed in all aspects of transferring cooperative ownership.

Yelena also has experience with various software programs, including Microsoft Office Suite, Adobe, NYSBA Hot Docs, Lexis/Nexis, ACRIS, Westlaw and Worksite. She is a notary public in New York.

BACKGROUND

Prior to joining the firm, Yelena has held various paralegal and office manager roles of increasing responsibility in the New York City area.

EDUCATION

- New Jersey City University (2022)

- Paralegal Certificate
- Katharine Gibbs College (A.A., 2003)
 - Occupational Studies
 - Office Administration – Business

LANGUAGES

- Russian