

Attorney, Legal Leasing**GENERAL SUMMARY:**

Managing a high volume of leases, and in a professional manner, negotiate, draft and revise tenant leases and related agreements. Manage eminent domain and IDA matters.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Communicate with leasing agents regarding lease documents and deals made with tenants or proposed tenants. Assist leasing agents with prospective tenant proposals, including LOI's and check restrictions. Meet with leasing agents to review lease terms, status.
2. Review proposed and existing lease deals, lease modifications and completed leases with Company President, and react/respond to changes as requested.
3. Negotiate leases, lease modifications, waivers, subordination agreements, estoppels, and termination agreements with tenants, attorney and brokers. Draft and revise new leases for new and existing tenants. Collect information and exhibits from other departments for final lease review. Visit leasing sites and attend lease negotiations off-site, as required. Follow up on dates necessary once the lease is negotiated. Answer questions regarding leases.
4. Negotiate ancillary lease forms, such as waivers, subordination agreements, estoppels, termination agreements, rental agreements, etc.
5. Maintain awareness of lease terms, obligations and responsibilities required in each lease (such as meeting penalty and dead dates), and exclusives and restrictions so there are no violations of an existing lease.
6. Prepare post lease execution documents such as waivers, SNDA's and TI allowance.
7. Provide assistance to departments regarding insurance claims, lease claims, tenant disputes regarding lease terms and collections.
8. Handle all aspects of eminent domain matters. Handle all aspects of complying with and applying for Industrial Development Agency benefits.
9. Insure completion of weekly lease listing.

KNOWLEDGE, SKILLS AND ABILITIES:

J.D. required, in addition to 3+ years practicing law, with experience in commercial real estate. Specific knowledge of commercial real estate leasing a plus. Experienced in contract negotiations. Excellent communication skills, both written and verbal a necessity; proficiency in Microsoft Office applications; Proven ability to multitask, managing up to multiple real estate files in an effective and efficient manner.

PHYSICAL REOUIREMENTS:

Normal dexterity required in an office environment, including hand-eye coordination, walking, sitting, bending, stooping, standing, attention to detail, computer input and answering of phones. May require lifting of boxes weighing up to 25 pounds to obtain filed information.

RELATIONSHIPS

Reports to Director, Legal Leasing and works directly on a frequent basis with Company President. Works closely with tenants and outside counsel for tenants to negotiate leases. Work with other company departments such as sign design and construction to provide lease information. Work with commercial brokers and banking representatives. Supervise legal administrative staff.

APPROVALS

Employee Name

Date

Manager Signature

Date

DISCLAIMER

The above is intended to describe the general contents of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.