



Paralegal

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I'm a paralegal within the plot sales team and undertake a number of tasks to ensure the smooth running and progression of new build property transactions.

My day to day tasks include drafting transfers, leases and contracts for new build property sales. I am involved in producing update reports for our clients and informing our clients of the progression of their sales. I also assist with new build enquiries for both freehold and leasehold properties, handling completions and post exchange procedures.

I enjoy the variety of our work and making a positive difference for our clients and with a good attention to detail, combined with a strong work ethic. I am able to help the team to progress transactions efficiently and accurately.

Areas of expertise:

- New build sales (large scale developments both freehold and leasehold properties)

If I'm unavailable, please contact:

Alistair Hazelden

Administration Assistant

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