Joyce Sanchez

Paralegal

Houston

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OVERVIEW

Joyce has experience supporting attorneys with real estate, lending, and corporate transactions. She focuses on reviewing title, survey, and zoning reports for purchase and sale and loan transactions; drafting real estate and loan documents; assisting with preparation and filing of corporate formation, amendment, dissolution, and annual report documents; assisting with Texas corporate franchise tax reporting; preparing and filing UCC instruments; and recording of documents in the real property records.

Joyce also has experience preparing contract timelines and transaction checklists and attending conference call meetings with attorneys and clients regarding transaction status and closing matters. She works on ordering due diligence items, such as corporation certificates, lien, and litigation searches for transaction closings; and researching public records for ownership and lien documents, including real property records, U.S. Patent and Trademark, Federal Aviation, and U.S. Coast Guard documentation.

TOP AREAS OF FOCUS

- Real Estate

ALL AREAS OF FOCUS

- Commercial Real Estate Lending
- Real Estate

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