

## **Conveyancing**

Nixon Wenger LLP provides a full range of real estate services, including acting for purchasers, sellers and refinancing existing properties, along with preparing agreements for the ownership of real estate, such as co-ownership agreements. Also assisting in preparing easements, covenants, rights of first refusal, and preparing necessary documents for rent-to-own situations.

### **Conveyancer**

Handling all document preparation from real estate transactions from beginning to end

#### **Responsibilities & Knowledge:**

- Assist with commercial acquisitions and sales of both raw land and existing real estate projects
- Preparation of purchase and financing documents for commercial acquisition;
- Prepare and manage commercial lending requirements and documentation.
- Assembling due diligence and preparing documents for residential conveyance
- Correspond with clients, solicitors, conveyancers, mortgage brokers and real estate agents
- Dealing with mortgage payouts, review of title charges and contract
- Preparing statement of adjustments and reconciliations
- Closing transactions including Land Title Office and PPSA registrations
- Reporting and dealing with holdbacks

#### **Qualifications**

- Proficient in BC Online; e-filing, e-conveyance
- Minimum 1 year experience working in real estate conveyancing
- Excellent organizational and time management skills required
- High attention to detail
- Reliable, responsible, self motivated and able to function independently, taking initiative where appropriate.