



SYNDICATE SUBSCRIPTION
LEGAL PLANS

&

SYNDICATE LEGAL
SUPPORT SERVICES

Commercial Real Estate

Syndicate Legal Services – Commercial Real Estate



SYNDICATE LEGAL SERVICES

Team of:
Attorneys / Lawyers
Law Clerks
Paralegals
Industry Specialists

Commercial Real Estate Transactions (Leasing / Prepare):

- We draft & review all commercial leasing documents.
- We draft and prepare SNDAs and estoppels.
- We review title commitments, survey plats, and legal descriptions (Subscription Clients Only).
- We prepare and file corporate documents.

Commercial Real Estate Transactions (Leasing / Negotiate – Subscription Clients Only):

- We negotiate language and changes with parties.
- We document changes through amendment or letter agreement.
- We manage correspondence between parties of the transaction (client and title companies, lenders, surveyors, appraisers, etc.).
- We coordinate scheduling and tracking of deadlines.
- Prepare documents for execution, index and circulate fully executed documents.

California Commercial Real Estate Transactions (Leasing / Manage – Subscription Clients Only):

- We maintain status reports and create lease abstracts.
- We maintain / update status reports showing progress on each deal in process and track all completed documents.
- We manage claims and disputes.
- We manage obligations
- We provide termination notices and manage transitions.

Syndicate Legal Services – Custom Legal Documents & Timelines



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Process:

1. Client engages Syndicate Legal Services for the legal documents needed.
2. Because Syndicate Legal Services provides custom legal documents, a member of Syndicate Legal Services will contact the Client get the information needed to complete the required legal work product. This happens via telephone conference or by video conference.
3. Syndicate Legal Services' team members will complete the First Draft of the Custom Legal Documents and send them electronically to the Client for review.
4. Client will review the First Draft and request any changes, edits or corrections. Syndicate Legal Services will continue to make corrections, changes and edits to the Legal Documents until the Client approves a Final Draft.
5. Once the Client is satisfied with the Legal Documents, Syndicate Legal Services will deliver a Final Draft to the Client along with a “***Syndicate Legal Services Certificate of Completion.***”
6. All first drafts are delivered to the Client within 1-3 business days, with the average timeline being within one business day.

Syndicate Legal Services will send Client copies of all completed work, documents and correspondences, as well as other information throughout this Engagement. These copies will be the “Client File” copies. Syndicate Legal Services will also keep the information in the Syndicate Legal Services Corporate Office. The file in the Syndicate Legal Services Corporate Office will be “*Our File*”. Please have the “*Client File*” available during all of our in-person meetings / video conferences / telephone conferences so that we all have the necessary information available to us. Once Syndicate Legal Services has completed the Legal Support Services detailed in this Engagement Agreement, Syndicate Legal Services will close “*Our File*” and return any original documents to Client (if any). Syndicate Legal Services will then store the “*Our File*” for approximately six (6) years. Syndicate Legal Services will destroy the “*Our File*” after that period-of-time unless Client instructs Syndicate Legal Services in writing to keep the file longer.

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Syndicate Subscription Legal Plans (www.SyndicateLegalPlans.com), Syndicate Legal Support (www.SyndicateLegalSupport.com), Syndicate Custom Legal Documents (www.SyndicateLegalDocuments.com) and Syndicate Legal Services (*the collection of the three previously mentioned services and domains / URLs*) are each tradenames for “Syndicate Legal & Financial, LLC,” a California Limited Liability Company. Syndicate Legal & Financial, LLC is a licensed, bonded & insured Legal Document Assistant Office duly registered in the County of Los Angeles (#2024100564).

BEWARE OF ILLEGAL COMPANIES OFFERING LEGAL DOCUMENT PREPARATION SERVICES. It Is illegal in California to provide self-help legal document preparation services without being a registered and bonded Legal Document Assistant or Law Firm. Paralegals or other companies advertising to consumers that are not licensed or qualified under California law to provide self-help legal document preparation services to consumers are violating California law! See California Business & Professions Code Section 6408.5.

SYNDICATE LEGAL SERVICES:

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www.SyndicateLegalPlans.com

Syndicate Legal Support Services:
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