

Job Title: In-House Commercial Real Estate Attorney

Position Summary:

We are seeking an experienced and business-minded **In-House Commercial Real Estate Attorney** to join our team. This role will be responsible for providing legal support on a wide range of commercial real estate transactions, including acquisitions, dispositions, leasing, development, and financing.

Key Responsibilities:

- Review and assist outside counsel in preparing and negotiating commercial real estate documents, including:
 - Purchase and sale agreements
 - Commercial leases (office & retail)
 - Easements, licenses, and covenants
 - Construction, architect, development, and service contracts
 - Loan and financing documents
 - Joint Venture Agreements
 - Condominium Documents
- Assist leadership and outside counsel in developing and documenting project governance set up and structure, including advising on cost sharing structure amongst various project components, reciprocal easement agreements, and creation of A&T lots.
- Advise internal teams on legal risks and strategies related to real estate transaction set up and structure.
- Manage and liaise with various outside counsel on complex transactions, litigation, and local counsel matters.
- Manage and liaise with various outside consultants on complex transactions
- Manage and ensure contractual compliance in loan documents, lease agreements, and other transactional documents with respect to key dates, insurance requirements, notice provisions, etc.
- Assist in conducting and coordinating real estate due diligence, including preparation of due diligence checklists, title and survey review, zoning compliance, and environmental reports.
- Draft and negotiate leases for small office tenants as well as smaller contracts with service providers.
- Prepare issue lists, contract notices and formal communications to partners, tenants and service providers.
- Prepare and manage closing checklists and coordinate all technical aspects of closings.
- Prepare, maintain and process tenant coordination and lease administration documentation including rent commencement letters, tenant allowance requests, estoppels, SNDAs, etc.

- Manage and ensure entity compliance and good standing with applicable regulations for numerous special purpose entities.
 - Draft and negotiate confidentiality and non-disclosure agreements.
 - Maintain and update internal templates, legal processes, and materials for real estate operations.
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Qualifications:

- Juris Doctor (J.D.) from an accredited law school
- Active member in good standing of the DC Bar
- **5–10 years of commercial real estate legal experience**, preferably including in-house or AM Law 100 firm experience
- Strong experience with leasing, acquisitions, dispositions, development projects, and financing especially in retail and mixed-use environments
- Ability to be pro-active and manage multiple priorities and deadlines in a fast-paced environment
- Excellent drafting, negotiation, and communication skills
- Positive, collaborative, pragmatic, and solution-oriented approach to legal issues