# OLCS

ONTARIO LAW CLERK SERVICES

#### **Ontario Law Clerk Services**

are your document experts, specializing in residential real estate and commercial leasing.

Save time and money by outsourcing with our experienced and trusted team.





# **Amanda McMullan**

Real Estate & Leasing Law Clerk, Founder OLCS



# Contact OLCS for a Personalized Quote

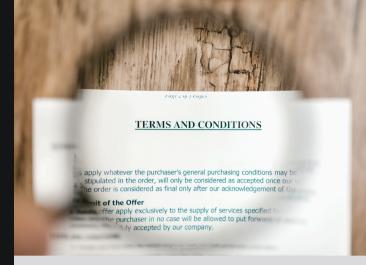
- 905-785-3482
- $\mathbf{Y}$  admin@lawclerking.ca
- Ontario











# **ABOUT OLCS**

Providing law clerk services remotely on a per file basis since 2016.

# Real Estate, Residential & Commercial

The team of law clerks at OLCS have experience in a wide variety of residential and commercial real estate, including urban and rural property, condominiums, builder / developer transactions, and private mortgages.

# **Commercial Leasing**

With a combined 50+ years of experience in the industry, let OLCS's accomplished professionals manage the tedious and time consuming paperwork for you.



# WHY CHOOSE OLCS?

#### **Trust the Experts**

The OLCS team of professionals each have a minimum of 5 years related experience.

#### **Save Time**

Too busy to draft documents? Need extra help during peak times?

Our remote team can fill in full-time, part-time or relieve your peak work loads without the need to hire more staff.

#### **Lower Costs**

Easily pass OLCS fees to your clients, and reduce personnel overhead:

- office space
- equipment
- supplies
- payroll, benefits, pension
- sick days, vacation

# **OLCS SERVICES**

## Real Estate, Residential & Commercial

Ontario

- Independently handle all aspects of residential and commercial real estate transactions
  - Draft closing documents, including Teraview documents
  - Communicate with clients, lenders, solicitors
  - Reporting and post-closing matters

## **Commercial Leasing**

#### Canada

- Draft commercial leasing documents, including:
  - Letter of Intent
  - Offer to Lease
  - Lease
  - Lease Extension/Amendment
  - Surrender
- · Lease review/abstraction
- Lease administration
- Build personalized template library

#### **Software**

- Teranet
- Unity, Lawyer Conveyance System, Lawyer Done Deal, Closer
- ProLease, Accruent's Lucernex, Tririga, Yardi, Big E
- Microsoft Office Suite
- Track / Compare Documents



# **OLCS CLIENTS**

#### Real Estate, Residential & Commercial

- Lawyers
- Real Estate Agents / Brokers

#### **Commercial Leasing**

- Lawyers
- Real Estate Agents / Brokers
- Real Estate Developers
- Property Managers



Jessica H., Lawyer

"If any office asks for a recommendation for outsourcing transactions, I will 100% refer your services."

Charity D., Law Clerk