



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**

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✉️ 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

