



### Paralegal

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**I'm a paralegal within the plot sales team and undertake a number of tasks to ensure the smooth running and progression of new build property transactions.**

My day to day tasks include drafting transfers, leases and contracts for new build property sales. I am involved in producing update reports for our clients and informing our clients of the progression of their sales. I also assist with new build enquiries for both freehold and leasehold properties, handling completions and post exchange procedures.

I enjoy the variety of our work and making a positive difference for our clients and with a good attention to detail, combined with a strong work ethic. I am able to help the team to progress transactions efficiently and accurately.

### Areas of expertise:

- New build sales (large scale developments both freehold and leasehold properties)

[If I'm unavailable, please contact:](#)

### Alistair Hazelden

Administration Assistant

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