



A detail-oriented, team player who works well under pressure, Magdalena Lazarz brings her attorneys and their clients nearly a decade of experience as a real estate paralegal. She provides benefit through her organization skills in keeping a multitude of matters and schedules on target.

Magdalena reviews title, survey and loan documents, as well as non-disclosure and equipment lease purchase agreements. She drafts various contracts, mortgages, amendments, memos and legal correspondence; researches, prepares and files UCC statements; manages and updates client specific forms; and obtains FEIN numbers and good standings.

She also assists with checklists for acquisitions, purchases, sales, financing and leasing of real property, as well as closing documents for mergers and dispositions, including deeds, bills of sale, assignments, certificates, resolutions, and transfer tax declarations. Additionally, she prepares and files articles of organization and annual reports.

Before becoming a paralegal, Magdalena worked with corporate entities and law firms in Chicagoland for an additional 10 years.

She is also a notary public.

Professional and Community Involvement

Volunteer, Working in the Schools (WITS)

Volunteer, Ladder Up

Magdalena Lazarz

Paralegal

One N. Wacker Drive
Suite 4400
Chicago, IL 60606-2833

P 312-214-4867
F 312-759-5646
Magdalena.Lazarz@btlaw.com

EDUCATION

College of DuPage, (paralegal certificate), 2019

National-Louis University, (M.A.), psychology, 2007

Loyola University Chicago, (B.S.), criminal justice, 2003

LANGUAGES

English

Polish

PRACTICES

Multifamily Real Estate

Real Estate