

MICHELE R. PELTZ, ESQ., LL.M.

EXPERIENCE

February 2020- Present

Mayer Brown

Staff Attorney- Charlotte Hub

Commercial and residential real estate, real estate finance staff attorney handling all support matters surrounding individual transactions; including but not limited to review of titles, surveys, mortgages, 1031 exchanges, finance agreements and statements, and commercial/residential lease agreements.

June 2016 – February 2019

STEWART TITLE GUARANTY COMPANY, Waltham, MA

Counsel

Counsel for residential and commercial title insurance claims filed for properties located throughout East Coast. Claim management includes coverage determinations, hands-on and direct title curative solutions, and litigation management from owners and lenders on residential and commercial properties. Apply facts, legal principles, statutes and case law to the insurance policy provisions to determine coverage, necessary documents or legal court actions required to resolve issues presented, including discharge and assignment documents, affidavits, subordinations, confirmatory mortgages, deeds, reformation of mortgage actions, mortgage modifications, declaratory judgments, subrogation, quiet title actions, surveys, appraisals or moving of improvements.

Retain and manage outside counsel for title curative litigation and monitor case progress and completion; including case strategy, review and revision of pleadings, document production, and discovery, initial review of loan documents and settlement files from various agents, claim resolution and termination determinations, and initial evaluation for appeal process, if appropriate.

Negotiate and draft payoffs agreements, purchase agreements, assignment agreements, and settlement agreements, leases and other legal documents with adverse lenders, title insurance companies, bankruptcy trustees, claimants' counsel, owners, and other third parties, to resolve title claims. Advise corporate client of recommended course of action within legally permissible parameters and cost-effectiveness and within the context of available coverage provided by policies. Hire title examiners for local recordation, re-execution of documents, and title research, and local appraisers and surveyors for diminution in value analyses, appraisals, and land surveys.

Maintain quarterly reporting to senior management including but not limited to regulatory reporting such as SOX Reports; additionally maintain compliance with state and federal insurance department and best business practices.

November 2015 – June 2016

JA CAMBECE LAW OFFICE, PC, Beverly, MA

Attorney

Associate attorney in a creditor's rights law firm, representing the interest of our client within the bounds of the FTCPA, CFPB, and CUPTA. Responsibilities included, but not limited to, settlement negotiations; review of accounts for validity of filing suit; court appearances, handling pretrial matters such as pleadings, discovery, motions and opposition motions, trial preparation, witness preparation, trials; post-trial remedies.

August 2012 – August 2015

UNITED AMERICAN TITLE AGENCY, LLC/GEORGE RUSSO & ASSOC., PC, Queens, NY

Director/Managing Attorney

Responsibilities include but not limited to, preparation of closing fee sheets and affidavits; preparation of title commitment and final policy of title insurance based on information compiled from title search; examination (reading) title to determine if there are restrictions limiting use of property, list restrictions; reading search request to ascertain type of title evidence required, and to obtain description of property and names of involved parties, comparing legal description of property with legal description contained in records and indices, to verify such factors as deed ownership; compile information and documents required for title commitment and policy; requesting clearance documents and clearing title commitments; recording of the real estate closing documents in the states of Connecticut, New York and New Jersey, preparation of closing documents inclusive of all Settlement Statements/Disclosures, closing statements, loan and conveyance documents, responsible for remitting to the title underwriters; responsibilities further include preparation of residential and commercial loan documents and settlement statements; preparation and negotiation of commercial and residential lease agreements; drafting, negotiating and memorializing residential and commercial contracts. Further responsibilities included office budget, compliance, supply acquisition, staff training, hiring and termination.

January 2015 – August 2015

Counsellors Abstract, Queens, NY

Title Officer

Reviewed title abstract and produced title commitments and policies, survey reviews/readings, clear title commitment of outstanding obligations and/or issues against the property, recording of real estate closing documents, attended closings at a title closer on behalf of the company, reconciled the closing disbursements and balanced the accounting of the file.

February 2013 – September 2015

THE LAW OFFICES OF MICHELE R. PELTZ, LLC, Stamford, CT

Owner, Attorney

Real estate conveyance attorney handling residential and commercial transactions, including leasing, land acquisition, financing, ECM. The firm represented individuals, corporations, lenders. The firm was an approved title agent through WFG National Title Insurance Company, maintained best business practices and complied with the Insurance Department requirements and standards.

September 2010 – August 2012

PARADIGM TITLE AGENCY & SETTLEMENT, LLC, New York, NY

Clearance Officer/Attorney

Responsibilities included but not limited to, preparation of closing fee sheets and affidavits; preparation of title commitment and final policy of title insurance based on information compiled from title search; examination (reading) title to determine if there are restrictions limiting use of property, list restrictions; reading search request to ascertain type of title evidence required, and to obtain description of property and names of involved parties, comparing legal description of property with legal description contained in records and indices, to verify such factors as deed ownership; compile information and documents required for title commitment and policy; requesting clearance documents and clearing title commitments; recording of the real estate closing documents in the various counties of the State of New York, responsible for payment of real estate taxes, outstanding judgments and mortgage loan payoffs.

September 2002 – August 2007

AT MORTGAGE dba 1ST CAPITAL HOME MORTGAGE, Long Island, NY

Compliance Officer / Commercial and Residential Mortgage Loan Analyst

Responsible for analyzing financial documentation, as well as supporting documents on incoming applications consistent with internal, state and federal regulations and policies. Reviewed all files to maintain compliance with local, state, and federal laws, as well as maintained best business practices/professional standards/accepted business practices and internal standards.

EDUCATION

LL.M. / Master of Laws: International Criminal Law and Justice

University of New Hampshire School of Law, Concord, NH

Juris Doctorate

Massachusetts School of Law at Andover, Andover, MA

Bachelor of Science: Professional Studies, English Education

New York University Steinhart School of Education, New York, NY

SOFTWARE PROFICIENCIES

- Microsoft Office Suite
- Magram (TACS)
- Softpro
- Ramquest
- CloseIT Plus
- LegalFiles
- VAX
- TimeSlips

LANGUAGES

- Basic conversational Italian and Spanish

- Intermediate American Sign Language

VOLUNTEER

- St. Martin of Tours, St. Clemens Mission Baker
- Member of the Mayer Brown Pro Bono Covid-19 team
- Active parent volunteer at Kensington Elementary School
- Active parent member of the Kensington PTA
- Prior member of the Wildwood PTA, Wilmington, Massachusetts

PROFESSIONAL MEMBERSHIPS

- Connecticut Bar Association

Admitted in the State and Federal Courts of the State of Connecticut