



## Marie-Élaine Potvin

### Paralegal

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A seasoned paralegal, Marie-Élaine assists Montréal lawyers from BLG's Financial Services Group.

Her experience with the sale and transfer of real and personal property assets, including the drafting of various real estate deeds, she performs various tasks:

- Setting up financings for banks and other financial institutions, alternative and private lenders, and borrowers.
- Drafting personal and real property securities and related documents.
- Processing guarantees, subordination agreements, intercreditor agreements, legal opinions, resolutions, and officer's certificates.
- Drafting transactional documents (residential and commercial sales and transfers) and various real estate deeds, as well as negotiating title insurance policies.
- Registering guarantees in various registries, such as the register of personal and movable real rights and the land register, and processing any other matter related to the publication of creditors' rights.
- Managing the taking of securities outside of Québec as well as the progressive disbursements in the context of a construction project.
- Running title searches in the land register and proceeding to the summary examination of titles to complete a title opinion.
- Contributing to operations related to long-term financing of real estate properties and construction loans for residential and commercial projects.

Before joining BLG, Marie-Élaine worked for over ten years as a coordinator and paralegal at another law firm and notary office.

## Education

- Diploma of Collegial Studies in Paralegal Techniques, Cégep régional de Lanaudière à L'Assomption, 2011

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