

PARALEGAL

Nicole Carlisle

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OVERVIEW

Nikki Carlisle is a paralegal in the firm's Real Estate & Environmental Practice. She has more than 15 years of administrative experience, including the last three years performing paralegal duties for a large construction/building company. Nicole's breadth of experience includes, drafting Purchase & Sales Documents, financial and closing extensions, closing documents such as Deeds, POA, Commission Statements, 6(d) Certificates, and closing financial worksheets. Nikki's experience includes acting as a liaison between attorneys, clients, loan officers, closing agents, sales brokers and appraisers during the due diligence process.

In her role with the Real Estate practice area, Nikki drafts purchase and sale agreements, deeds, settlement statements, commercial leases and related documents, as well as obtains closing documents, including UCC searches, title examinations, municipal lien certificates, corporate organizational documents and payoff letters. She works on both small and large projects and attends closings as needed.

Besides work

Nikki lives on nine acres of peaceful woods, complete with its own pond. She and her family love being homebodies. She has a chocolate Lab, and is a huge Patriots fan.