

PARALEGAL

Stephanie R. Fleming

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OVERVIEW

Stephanie Fleming is a paralegal in the firm's Real Estate & Environmental Practice and has over 16 years of experience in the legal industry. At Bowditch, Stephanie assists with commercial real estate projects of all sizes, including the preparation of draft documents such as purchase and sale agreements, deeds, settlement statements, and commercial leases. She also obtains closing documents, including UCC searches, title examinations, municipal lien certificates, corporate organizational documents and payoff letters; and prepares tenant estoppel certificates and clerk's certificates. Stephanie also attends closings, coordinates title reports with title examiners, assists in the permitting process, and prepares special permits for Planning Board and ZBA applications.

For 14 years, Stephanie has been a town constable, and is currently appointed by the Town of Grafton.

Besides work

For a decade, Stephanie was a fitness instructor and enjoys indoor cycling, TRX and group muscle classes. She also loves being outdoorsy and being by the ocean.