

WAYPOINT RESIDENTIAL, LLC
Real Estate Transaction Paralegal
Job Description 20201

Waypoint Residential, LLC (“Waypoint”) is seeking to hire a real estate/corporate/compliance transaction paralegal with a bachelor’s degree from a major university and/or 1-2 years of law firm or in-house legal department experience to assist in real estate/corporate/compliance transaction legal matters.

Waypoint is a vertically integrated real estate investment firm focused on the U.S. residential sector. Waypoint acquires and develops conventional multifamily, student housing and senior housing properties throughout the United States. Founded in 2011, Waypoint’s investment activity totals approximately \$4 billion across more than 27,000 units. Waypoint is comprised of more than 90 professionals in four offices with senior management averaging over 25 years of real estate investment and management experience through the U.S.

The real estate/corporate/compliance transaction paralegal will be located in Boca Raton, FL, and will work closely with the General Counsel, Chief Compliance Officer, Associate General Counsel, and senior paralegal as well as with the acquisition, development, accounting, and finance teams. The work may involve assisting in the following, depending on experience:

A. Compliance, Transaction, Corporate Books and Records. Manage various real estate, corporate and compliance housekeeping functions:

1. Coordinate with transaction teams and outside counsel to form and qualify legal entities (corporations, LLCs, LPs and various foreign entities) for transactions and manage corporate books and records for all Waypoint entities, including officer/director updates and preparing annual minutes, drafting LLC Agreements and obtaining EINs.
2. Assist acquisition and development teams (both U.S. and international) and outside counsel with managing due diligence and coordinating the execution of deal documents.
3. Assist finance group with requests for legal documentation for credit facility, other lending arrangements, opening bank accounts, and for money movement (i.e. capital infusions and distributions of income or dividends etc.).
4. SEC and FINRA Compliance. Assist with Form D and Blue-Sky filings, Investor KYC/AML verification, registered personnel compliance (FINRA/State registration maintenance, Outside Business Activity, Personal Security Transaction and Outside Brokerage Account, etc.) and maintenance, Transaction File maintenance. Stay current on new FINRA and SEC rulemaking and assist in special projects as and when assigned.

B. Review Confidentiality Agreement and Other Contracts. Assist in the review and negotiation of confidentiality agreements, professional service agreements and other contracts and ensure correct legal entity signs with correct officer slate.

C. Litigation Matters. Assist with the management of any claims against the company or its affiliates or any properties and coordinate claims with insurance carriers and outside counsel as applicable.

It is the policy of Waypoint to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Waypoint will provide reasonable accommodations for qualified individuals with disabilities.

Please send résumés to:

Christina Bitonti E-mail: cbitonti@waypointresidential.com