



Dickie Chazotsang

Paralegal

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Dickie assists attorneys and clients on real estate and financial matters.

PRACTICES

Real Estate
Finance
Real Estate Finance
Master Planned Communities

EDUCATION

Westminster College, B.A., 1998
cum laude

She handles due diligence requests and dealings with title companies, and reviews title commitments, exception documents and surveys. Dickie is experienced in preparing and drafting standard real estate transaction documents and permits, and coordinates documents for execution, recording and/or state filings on closings.

Prior to joining Holland & Hart, Dickie worked for law firms in New York City where she supported attorneys working on corporate, intellectual property, natural resources, and emerging growth matters.

EXPERIENCE

- Title and ALTA Survey review
- Draft closing documents (including timelines, checklists and closing books/CDs)
- Real Estate and Corporate Transaction-related document management
- Prepare and file UCC Financing Statements and other real estate related recordings
- Prepare and file all types of filings relating to corporate and real estate
- Set-up and maintain data rooms (hard and virtual)
- Perform all aspects of due diligence searches
- All state corporate related filings
- General corporate house keeping

PROFESSIONAL AND CIVIC AFFILIATIONS

- Salt Lake City, Utah Tibetan Association, Member