



CAPABILITY STATEMENT

TRI-STATE PARALEGAL SERVICE

Contact: Esther M. Franklin

Email: efranklin@tri-stateparalegalservice.com

Office: (412)-565-7008

Core Competencies

Tri-State Paralegal Service provides quality management and oversight to the real estate transfer process by performing thorough title examinations of every property by means of a search of the public records and tax rolls, utilizing licensed title agents who issues Title Insurance Commitments and Title Policy to ensure each client's legal interest in the property is secured.

- **Title Search Services**
- **Legal Writing & Document Preparation**
- **Notary Services – (PA and MD)**
- **Appraisal Management**
- **All Real Estate Transactional Matters**
- **Title Insurance**
- **Legal Research**
- **Title Escrow & Closing Service**

Past Performance

Differentiators

- Grand Prairie Texas Code Enforcement: Title search services, title curative for Quiet Title action.
- US Army Corp of Engineers: Title search services and escrow closing services.
- Urban Redevelopment Authority: Title search services, legal research, quiet title actions & real estate closing services.

- Our People
- Experienced and Integrated Solutions Team
- Client Relationship Management
- Strategic Partnerships

Company Data

Our real estate expertise coupled with our legal and project management skills can mobilize the right people, skills and technologies to help facilitate the real estate closing process which will assist organizations reach their project goals. As a Minority Women Owned Small Business with SBA 8(a) & HUBZone certifications, Tri-State Paralegal Service is committed to excellence, legal compliance and efficiency. We provide solutions for our State and Federal clients.

Pertinent Codes

- **DUNS:** 968655501
- **CAGE Code:** 6YH91
- **Federal Certifications:** 8(a), HUB Zone, Minority Women Business.
- **State Certifications:** Pennsylvania: PAUCP; (DBE); PA DGS ; (MWBE); Maryland: MDOT-(MBE/DBE); Virginia:VA- SWaM;
- Accept Credit and Purchase Cards
- **BPA contract number:** W912-EK-A-0009

NAICS CODES

- 541199- All Other Legal Services
- 541191-Title Abstract and Settlement Offices
- 541990- All Other Professional, Scientific, and Technical
- 531320- Office of Real Estate Appraisers
- 524127-Direct Title Insurance Carriers
- 561990- All Other Support Services
- 541611- Administrative Management and General Management Consulting Services
- 531390-Other Activities Related to Real Estate

GENERAL INFORMATION

Registered Company Name: Tri-State Paralegal Service
Year Incorporated: June 13, 2011
State of Incorporation: PA
Corporation Type: LLC
Other States of Incorporation: Maryland
Licensed Title Agent States: PA, Virginia, Louisiana, Wisconsin, Delaware, Missouri, Ohio

MEMBERSHIPS & ASSOCIATIONS



CONTACT INFORMATION

Contact: Esther M. Franklin
Office Address: 355 Fifth Ave Ste. 618
Pittsburgh, PA 15222
Voice: 412-565-7008
Cell: 412-915-8331
Fax: 412-565-7066
Web: <https://www.tri-stateparalegalservice.com/>
Email: efranklin@tri-stateparalegalservice.com