

August 31, 2018

Attn: Dan Ruben

Via Email: Katie@equaljusticeamerica.org

Re: Equal Justice America Fellow Tina Lin

Dear Mr. Ruben,

This summer I interned at Brooklyn Legal Services Corporation A in their Community Development program (“BKA”). BKA provides a wide range of legal advocacy, assistance, and information for low-income business owners. The program advises, counsels, and assists commercial businesses, community development corporations, and non-profits through transactional legal services.

I served the small business clients through my transactional legal assistance by researching and writing internal and external legal memos related to specific client lease provisions. Moreover, I assisted in drafting amended lease agreements and surrender and termination agreements. In addition, I served non-profit clients by preparing client’s certificate of amendment and updated by-laws and conflict of interest policy. Moreover, I drafted an internal memorandum on the process of filing a certificate of amendment. In the cases of our community development corporations, I assisted my supervisor by drafting officer’s certificates and reviewing the resolutions. My direct client contact consisted of intake, in person, and over the phone meetings.

I found that direct client contacts to be a valuable experience in gaining confidence in speaking to clients but also in understanding how to be empathetic towards clients. There are times when clients get emotional over the bad news we have to share about a particular case, but

it was a great shadowing my supervisors through this process. I learned that understanding the client's emotions is valuable for the relationship between the client and attorney. Moreover, the experience taught me the importance of small business and the role BKA plays in keeping communities intact and doing the best they can in providing high-end transactional services. I am happy to have been able to take this opportunity on with the help of the Equal Justice Fellowship.

Thank you,

Tina Lin
Brooklyn Law School '19

THOMAS McC. SOUTHER, ESQ., BOARD CHAIR
JESSICA A. ROSE, ESQ., EXECUTIVE DIRECTOR



Brooklyn Legal Services Corporation A
SHRIVER TYLER MACCRATE CENTER FOR JUSTICE

Via Electronic Mail to
katie@equaljusticeamerica.org

August 23, 2018

Dan Ruben
Executive Director
Equal Justice America
13540 East Boundary Road
Building II, Suite 204
Midlothian, VA 23112

Re: Supervisor Evaluation Letter for Ms. Tina Lin, 2018 Summer Internship

Dear Mr. Ruben:

The undersigned supervised Tina Lin during her law student internship with the Community Economic Development (“CED”) Program at Brooklyn Legal Services Corporation A (“Brooklyn A”) this summer. As a CED law intern, Tina provided our team with significant assistance representing small business clients in commercial leasing matters and not-for-profit community based clients in transactional matters. The types of CED clients that Tina worked with varied greatly, as did the types of legal matters.

Please find below representative examples of the kinds of projects that Tina handled over the summer:

- For a not-for-profit client that is preparing for the final closing of an affordable housing construction project targeted for senior housing, Tina reviewed and drafted officer’s certificates and resolutions, reviewed organizational documents for the title holding entity, gathered closing forms required by a government agency funder, participated in working group status calls and took minutes during same, and gathered necessary information and provided our client with guidance as needed.
- For a not-for-profit client that is expanding its charitable purposes, Tina drafted updated bylaws and conflict of interest policy, as well as a Certificate of Amendment, amending the client’s Certificate of Incorporation. Tina also participated in client meetings and assisting in advising the client and preparing agendas and informational materials.
- For a small business grocery tenant, Tina reviewed the lease agreement, researched the effect of a waiver of subrogation clause in light of a casualty event on the premises, and prepared a memorandum outlining relevant case law in that area.

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- For a small business auto repair shop tenant, Tina reviewed the lease agreement, analyzed potential breaches that may be raised by the client, and prepared an agenda to guide an initial fact-gathering call with the client.
- For a group of small business clients in the retail, food and service industries, Tina provided substantial assistance in tracking and evaluating unexplained and disputed charges appearing in landlord's monthly invoices, participated in conference calls with landlord representatives, and prepared memorandums to file regarding the same.
- For a small business retail store that needed to close its business, Tina drafted termination and surrender agreements and engaged in ongoing follow-up and strategizing with the client.
- For a small business hair salon, Tina reviewed the client's lease and prepared a memorandum for the client explaining their additional rent obligations for taxes and utilities. Tina engaged in extensive diligence into the real estate tax history for the client's building, and participated in a client meeting to explain her findings.
- For the commercial lease assistance program, Tina prepared workshop materials on real estate taxes and water bills. Tina researched relevant laws and typical commercial lease provisions, and drafted a fact sheet, outline, and presentation materials for use in outreach to small businesses.

Tina has strong research, analytic, and interpersonal skills that allowed her to add value on each of her matters. She was also able to effectively manage and prioritize among multiple projects and exercised good judgment in seeking guidance and further explanations from us as necessary. Tina was respectful and professional with all of our clients and was a warm and energetic presence in the CED program.

We give Tina a very favorable evaluation and our office is very appreciative to Equal Justice America for providing her with funding during her summer law internship with us.

In the event that you need anything further, please feel free to contact us as follows: Angela Escobar at (718) 487-2350 or aescobar@bka.org; and Samantha Rauer at (718) 487-2318 or srauer@bka.org.

Yours sincerely,



Angela Escobar, Esq.
Senior Staff Attorney
Community and Economic Development Program



Samantha Rauer, Esq.
Senior Staff Attorney
Community and Economic Development Program