



Crown Castle
2000 Corporate Drive
Canonsburg, PA 15317

Ownership Change Form

The purpose of this form is to notify Crown Castle of a change of ownership resulting in a new lessor under an existing lease or similar agreement. Once this completed form has been received by Crown Castle with all required supporting documentation, all rents due under the applicable lease/agreement will be paid to the New Lessor, as set forth below. Please return this form and required attachments to the above address, **Attn: Real Estate Department**.

You may fax the form directly to the Landowners Help Desk at 724-416-4015, or mail it to Crown Castle, 2000 Corporate Drive Canonsburg, PA 15317.

If the legal owner of the property has instructed Crown Castle to send the rent payments to someone other than him (her) self, the legal owner remains the mandatory recipient of the tax form 1099 and is responsible for any tax implications on the rent payments.

I/we are informing Crown Castle of a change in the lessor/owner interest in an existing lease/agreement. Please update Crown Castle's records to reflect this change. I understand that this new information may go through a one-month waiting period before any rents and/or notice letters are sent to the new address. I understand that in order for Crown Castle to make this change, proof of my ownership is required by providing fully-executed documentation evidencing this change. To this end, I have attached one of the following (please select one).

Deed Will/Probate Record Death Certificate Other (i.e., assignment, purchase agreement)

Crown Business Unit Note: *This is the number assigned to the tower or site location. Business Units begin with an "8" or "9" and have 6 digits. (Example: 800123, 900100) Also, they can begin with "58" and have 7 digits. (Example: 5800101)*

New Lessor (If multiple Lessors, attach additional pages)

Name	
Business Name if different from above	
Address (number, street, and apt. or suite number)	
City, State and Zip Code	
Phone Number	
Fax Number	
Email Address	

I/we _____ **(please print)** authorize the above change and have attached Proof of Ownership, as noted above, and a W-9 form for processing. (The W-9 form is available on the Crown Castle website, Landowners tab, in the section called Download Forms.) The undersigned represents he/she/they are authorized to submit this form and that the information provided herein is true and correct. Additionally, the undersigned agree(s) to indemnify and hold Crown Castle companies harmless from and against any and all liability, claims, demands, suits or causes of action arising out of any actions taken by Crown Castle resulting from the submission of this form including the payment of rent to the New Lessor.

Signed _____ Date _____

Signed _____ Date _____