

**Detailed Instruction if A JOINTLY-OWNED PSL IS RELINQUISHED BY A CO-OWNER**

If **Scenario C** applies to the PSL transfer, such that *two individuals are listed as co-owners on the PSL Agreement* and *one of the PSL holders is relinquishing their rights to the PSL*, then take the following actions. Note that the PSL joint owner who is relinquishing their rights to the other joint owner is the “Transferor”, and the PSL joint owner who is assuming the other co-owner’s rights is the “Recipient”.

- C.1. Transferor (the co-owner relinquishing their PSL rights to the other joint owner) brings to a notary public these instructions and the **PSL Transfer Agreement**. A government-issued ID may be required by the notary public in order for the paperwork to be notarized.
- C.2. Transferor reviews the **PSL Transfer Agreement** and completes page 1 and also completes and signs Section A on page 2 before the notary public.
- C.3. The Notary Public completes the Statements of Notary and notarizes the **PSL Transfer Agreement**.
- C.4. Recipient (the co-owner assuming 100% of the PSL) reviews in detail the **PSL Transfer Agreement** and completes Section C of page 2 in full and with accurate information. Recipient must sign the PSL Transfer Agreement (Recipient does NOT need to sign before a notary public).
- C.5. The notarized **PSL Transfer Agreement** is returned to the Cleveland Browns at: Cleveland Browns Ticketing Dept, 76 Lou Groza Blvd. Berea, OH 44017 or [Tickets@ClevelandBrowns.com](mailto:Tickets@ClevelandBrowns.com).

**SPECIFIC INSTRUCTIONS TO NOTARY**

**PSL Transfer Agreement**

- A. On page 1 of the PSL Transfer Agreement, confirm the shaded top portion has been completed in its entirety.
- B. On page 2 of the PSL Transfer Agreement, witness the placement of Transferor's signature where indicated.
- C. Confirm Transferor's identity with a government issued ID or other permissible method of identification.
- D. *If, in Section B of page 2, Transferor has indicated that the PSL will be transferred to a Direct Family Member, then indicate in the Statement of Notary on page 2 what supporting legal documentation Transferor presented to demonstrate that Recipient is Transferor's Direct Family Member.*
- E. Complete the Statement of Notary on page 2 of the PSL Transfer Agreement. Sign the acknowledgement and affix the official seal/stamp.