

Detailed Instructions for PSL TRANSFER FROM DECEASED PSL HOLDER TO DIRECT FAMILY MEMBER:

If **Scenario B and D** apply to the PSL transfer (*PSL is transferred from a deceased PSL holder to a Direct Family Member*) and season ticket member account tenure is to transfer to the Recipient, then take the following actions. Note that “Direct Family Member” is defined as Transferor’s parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild.

- BD.1. *Gather Documentation of the Authority to Act:* If the transfer is occurring because the PSL holder has passed away, then the Executor or Administrator of the deceased’s Estate must act on behalf of the deceased PSL Holder. To prove to the Browns that they are authorized to act on behalf of the deceased PSL holder, the Browns must receive a letter from an attorney on legal letterhead stating that the person acting on the deceased PSL holder’s behalf is in fact the Executor/Administrator of the PSL holder’s estate.
- BD.2. *Gather Documentation demonstrating the Recipient is a Direct Family Member of the Deceased PSL Holder:* If Recipient is a Direct Family Member and season ticket member account tenure is to also transfer to Recipient, then both Recipient and Executor/Administrator must **gather supporting legal documentation** (e.g., birth certificates, marriage certificates, adoption decrees, etc.) demonstrating that Recipient is a Direct Family Member of the deceased PSL holder. **The legal documentation is to be presented to the notary public and should NOT be sent to the Cleveland Browns.** Note that if account tenure is NOT to be transferred to Recipient, then it is not necessary to gather this supporting legal documentation.
- BD.3. The Executor or Administrator of the deceased’s PSL holder’s Estate brings to a notary public these instructions, the **PSL Transfer Agreement** completed and signed by Recipient, and the **supporting legal documentation** that Recipient is a Direct Family Member of the deceased PSL holder. A government-issued ID may be required by the notary public in order for the paperwork to be notarized.
- BD.4. The Executor or Administrator reviews the **PSL Transfer Agreement** and, before the notary public, completes page 1 and Sections A and B on page 2. The Executor or Administrator signs Section A on page 2 before the notary public. The Executor or Administrator presents to the notary public the **supporting legal documentation** that Recipient is a Direct Family Member of the deceased PSL holder.
- BD.5. The Notary Public reviews the **supporting legal documentation** and then, on the **PSL Transfer Agreement**, completes the Statements of Notary and notarizes the document.
- BD.6. Recipient 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).

“*Transferor*” is the individual or entity that is transferring the Permanent Seat License (“*PSL*”).

“*Recipient*” is the individual or entity to whom the PSL is being transferred. All Recipients must be at least eighteen (18) years of age.

Instructions for PSL Transfer Requests

BD.7. The attorney's letter and the notarized **PSL Transfer Agreement** are returned to the Cleveland Browns at: Cleveland Browns Ticketing Dept, 76 Lou Groza Blvd. Berea, OH 44017 or tickets@ClevelandBrowns.com. Note that the PSL transfer fee is waived for transfers in the case of death.

“Transferor” is the individual or entity that is transferring the Permanent Seat License (“PSL”).

“Recipient” is the individual or entity to whom the PSL is being transferred. All Recipients must be at least eighteen (18) years of age.

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.