

Detailed Instructions if A JOINTLY-OWNED PSL IS TRANSFERRED TO A DIRECT FAMILY MEMBER

If **Scenario C** and **Scenario D** apply to the PSL transfer, such that *two individuals are listed as co-owners on the PSL Agreement and the PSL is being transferred to a Direct Family Member of the Co-Transferors*, then take the following actions. Note that each PSL joint owner who is relinquishing their rights is a “Co-Transferor”, and the individual who is assuming the PSL is the “Recipient”.

- CD.1. For account tenure to transfer from both Co-Transferors to Recipient, both Co-Transferors and Recipient must **gather supporting legal documentation** (e.g., birth certificates, marriage certificates, adoption decrees, etc.) demonstrating that Recipient is a Direct Family Member of both Co-Transferors. **The legal documentation is to be presented to the notary public and should NOT be sent to the Cleveland Browns.** Note that if the Co-Transferors do not wish for account tenure to transfer to Recipient, then it is not necessary to gather this supporting legal documentation.
- CD.2. Each Co-Transferor brings to a notary public these instructions, a **PSL Transfer Agreement**, and the **supporting legal documentation** that Recipient is the Co-Transferor’s Direct Family Member. *Note that each Co-Transferor must complete and get notarized a separate PSL Transfer Agreement.* A government-issued ID may be required by the notary public in order for the paperwork to be notarized.
- CD.3. Each Co-Transferor reviews the **PSL Transfer Agreement** and completes page 1, Section B of page 2, and completes and signs Section A of page 2 before the notary public.
- CD.4. Each Co-Transferor presents to the notary public the **supporting legal documentation** that Recipient is Co-Transferor’s Direct Family Member.
- CD.5. The Notary Public reviews the supporting legal documentation and then completes the Statements of Notary and notarizes the **PSL Transfer Agreements**.
- CD.6. Recipient reviews in detail page 1 and page 2 of the **PSL Transfer Agreement** and completes the 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).
- CD.7. The notarized **PSL Transfer Agreement** and the **\$50 per seat PSL transfer fee** are returned to the Cleveland Browns at: Cleveland Browns Ticketing Dept, 76 Lou Groza Blvd. Berea, OH 44017 or 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.