

**Detailed Instructions for PSL TRANSFER FROM AN ORGANIZATION:**

If only **SCENARIO A** applies to the PSL transfer (*Transfer from an Organization*), then take the following actions:

- A.1. A representative with authority to sign legal documents on the transferring company's behalf must provide a statement requesting and approving the PSL transfer. The statement must be on company letterhead or be sent from the corporate email address and must contain the following language: "I represent and warrant that I am a duly authorized officer or representative of [[INSERT COMPANY NAME]] with all requisite authority to legally bind company and otherwise transact and execute documents on said company's behalf."
- A.2. The representative from the organization presents these instructions and the **PSL Transfer Agreement** to a notary public. The company representative reviews the **PSL Transfer Agreement** and completes page 1 and also completes and signs Section A before the notary public. A government issued ID may be required by the notary public in order for the paperwork to be notarized.
- A.3. On the **PSL Transfer Agreement**, the Notary Public completes the Statements of Notary and notarizes the document.
- A.4. Recipient reviews in detail page 1 and page 2 of the **PSL Transfer Agreement** and completes Section C on 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).
- A.5. 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](mailto:Tickets@ClevelandBrowns.com).

*"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.