

Detailed Instructions for PSL TRANSFER TO DIRECT FAMILY MEMBER:

If only **SCENARIO D** applies to the PSL transfer (*Transfer to Direct Family Member*) and Transferor would like season ticket member account tenure to transfer to 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.

- D.1. For season ticket account tenure to transfer from Transferor to Recipient, both Transferor 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 Transferor, and Transferor wishes for season ticket member account status to transfer to Recipient. **The legal documentation must be presented to the notary public and should NOT be sent to the Cleveland Browns.** Note that if Transferor does not wish for account tenure to transfer to Recipient, then it is not necessary to gather this supporting legal documentation.
- D.2. Transferor brings to a notary public these instructions, the **PSL Transfer Agreement**, and the **supporting legal documentation** that Recipient is Transferor’s Direct Family Member. A government-issued ID may be required by the notary public in order for the paperwork to be notarized.
- D.3. Transferor reviews the **PSL Transfer Agreement** and completes in detail page 1 and also completes Sections A and B of page 2 and signs Section A before the notary public.
- D.4. Transferor presents to the notary public the **supporting legal documentation** that Recipient is Transferor’s Direct Family Member.
- D.5. The Notary Public reviews the **supporting legal documentation** and then completes the Statement of Notary on the **PSL Transfer Agreement** and notarizes the document.
- D.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).
- D.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.

“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.