

Instructions for PSL Transfer Requests

Detailed Instructions if NO UNIQUE SCENARIOS APPLY:

For most transfers in which **NONE OF SCENARIOS A, B, C, OR D** apply, take these actions:

1. Transferor 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.
2. Transferor reviews the **PSL Transfer Agreement** and completes in detail page 1 and also completes and signs Section A of page 2 before the notary public. Then the Notary Public completes the Statements of Notary and notarizes the **PSL Transfer Agreement**.
3. Recipient reviews in detail page 1 and page 2 of 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).
4. 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.