



CHANGE REQUEST FORM

Please complete this form and return it along with the relevant documents via email to LeaseAdministration@varsitywireless.com with the property ID and Name in subject line of your email. If you would prefer to use regular mail, please send this form and requested documents to the following address: **Varsity Wireless, LLC, Attn: Lease Administration, 346 Congress Street, Unit 703, Boston, MA 02210.**

Type of Change:

- New Address
- New Owner
- New Payee

Varsity Wireless Site ID #: _____

Varsity Site Name: _____

Property Address: _____

(if you are not sure of this information, please provide the name of the ground owner currently receiving payments or the site address, in order to help us identify the proper agreement.)

Contact

Item	Old Contact Information	New Contact Information
Contact Name		
Business Name		
SS# and/or Tax ID #		
Street Address		
City, State and Zip Code		
Contact #		
Email Address		

New Owner Documentation: Please attach the following required applicable documents:

- Recorded Deed
- Letters of Administration
- Death Certificate
- Will
- W-9 Form
- Other (i.e., Bill of Sale, Assignment, etc.).

Authorization

I, WE _____ authorize the above change(s) and have attached the applicable W-9 forms for processing.

Signed: _____

Signed: _____

Date: _____

Notary on next page (for new payees)

