



VERIZON WIRELESS HQ NETWORK REAL ESTATE CHANGE OF ADDRESS FORM

This form is to advise Verizon Wireless HQ Network Real Estate of an **Address Change** for an existing lease or similar agreement.

Section 1

Name Landlord/Lessor: <i>(as it appears in the Lease)</i> _____	
Site Name: _____	Contract Number: _____
Site Address: _____	

Section 2 – Check off the Address Change that applies

<input type="checkbox"/> REPLACE existing Address with a NEW Address	<input type="checkbox"/> ADD an Additional Address
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Section 3

Payee Name: _____	
Payee Name must match the name on the IRS W9 form	
Phone Number: _____	Email Address: _____
NEW PAYMENT ADDRESS	OLD PAYMENT ADDRESS (if applicable)
*For corporations, if an attention line is used in the Payment Address , it cannot contain a specific name. Payments can only be directed to the attention of a department name or department title.	
NEW NOTICE ADDRESS	OLD NOTICE ADDRESS (if applicable)
<input type="checkbox"/> Check here if notice address is the same as Payment Address <input type="checkbox"/> Check here if owner address should be updated	

If this change affects direct deposit or you would like to add direct deposit, you will also need to complete this additional form:

- **HQNRE Electronic Funds (EFT) Form**

Please acknowledge the Payment and Notice Address by signing and dating below. Rent payments will be delayed if form is not properly acknowledged. Changes will be processed upon receipt of all complete and accurate information requested. *It takes at least one full payment cycle for these changes to take effect.*

Signature: _____	Date: _____
Print Name: _____	

Please submit this form via the Network Real Estate Landlord Portal.
Or mail the completed form to:
Verizon Wireless
Network Real Estate
180 Washington Valley Road
Bedminster, NJ 07921