



VERIZON WIRELESS HQ NETWORK REAL ESTATE  
CHANGE OF OWNERSHIP FORM

This form is to notify Verizon Wireless HQ Network Real Estate of a **Change in Ownership** resulting in a new Landlord under an existing lease or similar agreement.

**Section 1**

**Name of Landlord/Lessor:**

(as it appears on the Lease) \_\_\_\_\_

**Site Name:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Section 2**

**Name of New Lessor:**

(if multiple Lessors attach additional pages) \_\_\_\_\_

**Business Name:** (if different from above) \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Section 3** – Check off the **Change in Ownership** that applies and **provide documentation** to support the change.

For a **Sold Property**, provide the following:

- Copy of the recorded Deed / Assignment (legal document of transfer) which shows the transfer to the new owner

For a property that has been **Given or Devised** through an estate or other legal mechanism, provide the following:

- Death Certificate
- Deed
- Will (as applicable)
- Letters Testamentary (as applicable)
- Any other probate or document that demonstrates who the new owner is.

For a property where a Landlord has begun using or is changing to a **New Property Management Company**, the property or tower owner must submit a **written notice** to Verizon Wireless which confirms the following:

- The property management company is authorized to act on behalf of the new owner.
- The property management company and Verizon Wireless may deal directly with each owner.

**PLEASE NOTE:** Notice of the management arrangement sent solely by the management company will not be accepted unless notice is accompanied by a copy of the management agreement (the page that outlines the agreement and signature page will suffice).



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**Site Name:** \_\_\_\_\_ **Contract Number:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

By signing below, you the Landlord/Lessor, acknowledge and authorize the new payee(s) noted on this Change of Ownership Form to receive rent payments for this existing lease or similar agreement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Rent payments will be delayed if form is not properly acknowledged.

**Section 4** - To be completed **by all Payees** who will be receiving a rent payment for this existing lease or similar agreement. If there is more than one payee, make a copy of this page.

**PAYEE 1**

**Payee Name:** \_\_\_\_\_  
Payee Name must match the name on the IRS W9 form

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

<b>PAYMENT ADDRESS*</b>	<b>NOTICE ADDRESS</b> <input type="checkbox"/> Check here if same as payment address

\*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.

**Payment Percentage** \_\_\_\_\_ % If there is only one payee, the percentage should be 100%. If there are multiple payees, all the percentages added together must equal 100%. Do NOT use fractions or decimals.

**Payee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In addition to providing this form and the required documentation noted above, **EACH payee** will need to submit the following completed forms:

- **IRS W9 Form**
- **HQNRE Electronic Funds (EFT) Form** (only if direct deposit is desired)

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.*

Upon completion, access your Landlord Portal Account and upload; or mail the completed form to:

Verizon Wireless  
Network Real Estate  
180 Washington Valley Road  
Bedminster, NJ 07921