



OWNERSHIP CHANGE FORM

Crown Castle • 2000 Corporate Drive • Canonsburg, PA • 15317 • (866) 482-8890



The purpose of this form is to inform Crown Castle of a Lessor Change of Ownership. Please return this form and required attachments to the above address: **Attn: Real Estate Department**

You may fax form directly to the Real Estate Department at: **(724) 416-4187**

If the legal owner of the property has instructed Crown to send the lease payments to someone other than him(her)self, the legal owner remains the mandatory recipient of the tax form 1099 and is responsible for any tax implications on the lease payments.

I/we are informing Crown Castle of a Change in Ownership to a party of a lease. Please update your records to reflect this change. I understand that this new information may go through a one-month waiting period. I understand that in order for Crown Castle to make this change, proof of my ownership is required. To this end, I have attached one of the following (please select one):

- Deed**
- Will/Probate Record**
- Death Certificate**
- Other (i.e., assignment, purchase agreement)**

Crown Business Unit (Note: This is the number assigned to the tower. Business Units begin with an "8" and have 6 digits. Example: 800123)

New Lessor (If multiple Lessors, attach additional pages)

Name	
Business Name if different from above	
Address (number, street, and apt. or suite number)	
City, State and Zip Code	
Tax ID #	
Phone Number	
Fax Number	
Email Address	

I/we _____ **(please print)** authorize the above change and have attached Proof of Ownership and W-9 form for processing. You can find Form W-9 within the Landowner section of our website.

Signed _____

Signed _____

Date _____