



**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: _____
PAYMENT ADDRESS*	NOTICE ADDRESS <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.*

Please submit this form via the Network Real Estate Landlord Portal. If you are unable to submit through the tool, then you may send via USPS Certified Mail or traceable carrier to:

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

If you have any questions about this form, please call the Verizon Wireless Network Real Estate toll-free Landlord hotline: 866-862-4404.