

**CLEVELAND  
BROWNS**



**2009 PSL**

**TRANSFER  
REQUEST FORM**

**TO BE FILLED OUT BY TRANSFEROR**

Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

Account Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Seats To Be Transferred: Section: \_\_\_\_\_ Row: \_\_\_\_\_ Seats: \_\_\_\_\_ - \_\_\_\_\_

Quantity: \_\_\_\_\_ \$25.00 per seat transfer fee (enclosed) \_\_\_\_\_

(See reverse side for Cleveland Browns transfer policy.)

Signature Of Transferor: \_\_\_\_\_

**Only original transfer request forms with original signatures can be accepted. No faxes or photocopies will be accepted.**

**TO BE FILLED OUT BY TRANSFEREE**

Current Browns Season Account Number (if applicable): \_\_\_\_\_

Account Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Relationship To Transferor: \_\_\_\_\_

Signature Of Transferee: \_\_\_\_\_

**FOR BOX OFFICE USE ONLY**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Fees: \_\_\_\_\_ Check #: \_\_\_\_\_

PSL/Club: \_\_\_\_\_ Old Acct: \_\_\_\_\_ Inactive/Active: \_\_\_\_\_

Ticket Amt: \_\_\_\_\_ MOP: \_\_\_\_\_ Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

PSL Amt: \_\_\_\_\_ MOP: \_\_\_\_\_ Add. Info: \_\_\_\_\_

# CLEVELAND BROWNS TRANSFER POLICY

- Only Personal Seat License seats may be transferred. Dawg Pound seats cannot be transferred.
- Transfer requests must be accompanied by a \$25 per seat transfer fee. Fees must be paid by check or money order made payable to the Cleveland Browns. Either transferor or transferee may pay the transfer fee.
- Transfer Timeline:
  - Transfers submitted and approved before February 1st of each year will be done in time for the newly named ticket holder to receive the season ticket invoice for that season.
  - Transfers received from February 1st to May 1st each year will not be re-invoiced. It will be necessary for the original ticket holder to be responsible for the collection and remittance for the season tickets in question. The change will be effective in time for the new season ticket holder to be shipped their season tickets.
  - Transfers received after May 1st each year cannot be processed until the conclusion of the regular and postseason. All correspondence, including tickets for the balance of that season, will continue to be sent to the original ticket holder.
- A PSL may only be transferred once per season except in the case of the death of the licensee. There can only be one named owner for each season ticket account. All transfers must be submitted by the season ticket holder of record.
- In cases involving the death of the Licensee, it will be required to show proof of death and rightful passage. It is recommended to have a letter from the executor or executrix of the estate, detailing how seats are to be dispersed. In the event ownership of the tickets is disputed, due to, but not limited to, Licensee not having a will, the Browns at their own discretion may refute any and all claims to seats in question.
- Tenure and seating priority can only be retained on the original account number. The transferee will receive a new account number with no tenure. The only exception for individual accounts involves transfers to an immediate family member, defined to include any parent, spouse, child, sibling or grandchild. The only exception on corporate accounts would involve the name change of business due to merger or sale of the business, proof of which will be required. In the event PSLs are being dispersed from one account to more than one individual, transferor must indicate to whom the account number should go, providing it meets the above criteria. If not noted the Cleveland Browns may elect to assign the original account number randomly or not assign it at all.
- Licensees holding a PSL for any of the specially designated ADA seats may relinquish their PSL plus a PSL for one companion seat to the Cleveland Browns in exchange for a refund of their original PSL fee paid by the Licensee. No interest will be paid on the refunded PSL fee.
- As part of the transfer process, the Cleveland Browns Ticket Office will issue a new PSL License Agreement to the transferee. It will be necessary for the transferee to sign and return the unaltered agreement to the Cleveland Browns Ticket Office in order to complete the transfer. In some instances the transferor may also be issued an addendum to their original PSL License Agreement, particularly when transferring some but not all of their PSLs, and will need to sign and return to the Cleveland Browns Ticket Office.
- In changes relating only to the attention name and not the account name, such as changes in contact names for company or organizational accounts, no transfer fee is required. Requests must be made in writing by the original attention name or company on organizational letterhead. Please include the account number on all correspondence.
- Procedures and transfer fees are subject to change without notice. All transfers are subject to the approval of the Cleveland Browns.

Return completed forms and transfer fee to:

Cleveland Browns Ticket Office  
PSL Transfers  
100 Alfred Lerner Way  
Cleveland, OH 44114

**Only original Transfer Request  
Forms with original signatures can be accepted.  
No faxes or photocopies will be accepted.**