



# Change of Ownership Form

The purpose of this form is to notify Vertical Bridge of a change of ownership under an existing lease or similar agreement. Once this completed form has been received by Vertical Bridge with all required supporting documentation, all payments due under the applicable lease/agreement will be paid to the new lessor/owner as set forth below. **If you have any questions, please contact your Asset Manager** [SEE MAP →](#).

Please return this form and required attachments to your Asset Manager:

Via Fax: (561) 634-3581 or Mail: Vertical Bridge REIT, LLC, 22 West Atlantic Avenue, Suite 310 Delray Beach, FL 33444 (Attn: your Asset Manager)

I/we are informing Vertical Bridge of a change in the lessor/owner interest in an existing lease/agreement. Please update Vertical Bridge's records to reflect this change. I understand that this new information may go through a one-month waiting period upon receipt of all documentation before any payments and/or notice letters are sent to the new address. I understand that in order for Vertical Bridge to make this change, both proof of ownership and Form W-9 for the new lessor/owner are required.

To this end, I have attached the following: (please select)

## PROOF OF OWNERSHIP

- |   |   |
|---|---|
| <input type="checkbox"/> Deed   | <input type="checkbox"/> Electronic Payment Authorization Form You can find the EPA Form under the Landlord Resources section of our website ( <a href="http://www.verticalbridge.com">www.verticalbridge.com</a> ) |
| <input type="checkbox"/> Will/Probate Record                          | <input type="checkbox"/> Form W-9 You can find form W-9 under the Landlord Resources section of our website ( <a href="http://www.verticalbridge.com">www.verticalbridge.com</a> )                                  |
| <input type="checkbox"/> Death Certificate                            |   |
| <input type="checkbox"/> Other (i.e., assignment, purchase agreement) |   |

In the future, please reference the **VB Site I.D. #** in all communications regarding this site. If the legal owner of the property has instructed Vertical Bridge to send the payments to someone other than him/herself, the legal owner remains the mandatory recipient of the tax form 1099 and is responsible for any tax implications on the payments.

## VERTICAL BRIDGE SITE I.D. NUMBER

Note: This is the six or seven digit number assigned to the tower or site location.

## NEW LESSOR/OWNER (if multiple lessors/owners, attach additional pages)

Name:	
Business Name (if different than above):	
Address (Street Address, Suite Number):	
City, State, Zip:	
Phone Number:	
Fax Number:	
Email Address:	

I/We, \_\_\_\_\_ (please print) authorize the above change and have attached Proof of Ownership, as noted above, and a W-9 form for processing. The undersigned represents he/she/they are authorized to submit this form and that the information provided herein is true and correct. Additionally, the undersigned agree(s) to indemnify and hold Vertical Bridge companies harmless from and against any and all liability, claims, demands, suits or causes of action arising out of any actions taken by Vertical Bridge resulting from the submission of this form including the payments to the New Lessor/Owner.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Electronic Payment Authorization Form (Page 1)

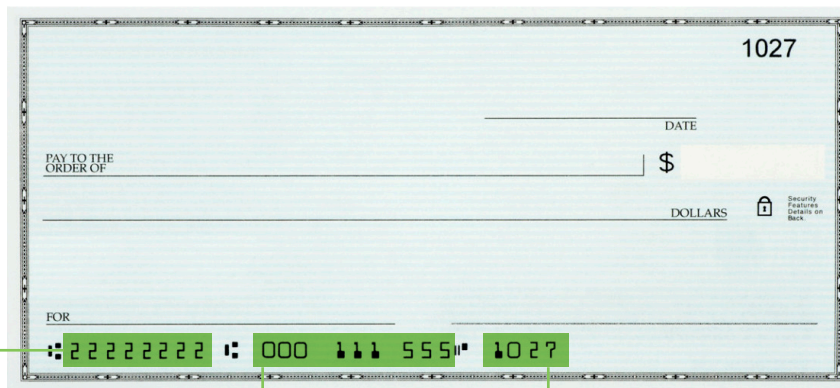
Vertical Bridge records indicate that your most recent payment was made via paper check. Our preferred payment method is via electronic funds transfer (EFT) where we direct deposit your payment to the bank account of your choice. This ensures you receive your payment faster, more secure and in an environmentally friendly way as we look to reduce the use of paper. A payment notice with details will also be emailed to you if you provide an email address.



## WHAT DO YOU NEED TO DO TO ENROLL?

Clearly and completely fill out the Authorization form on the reverse and include a voided check. Please include your Vertical Bridge Site I.D. number / Vendor I.D. (found on your Vertical Bridge check stub) so we can correctly identify your account.

See below for a sample voided check to help you learn where the required banking information can be found on your check to include on the form:



### PLEASE NOTE:

Payments are sent via ACH. Please contact your financial institution to determine the ACH routing number.



Routing/ABA Number



Account Number



Check Number

Vertical Bridge strongly encourages you to take advantage of this payment option. All account information will be kept confidential and secure. Vertical Bridge greatly values its relationship with you and is very pleased to offer you the opportunity to receive your payments faster and without reliance on postal delivery.



## Electronic Payment Authorization Form (Page 2)

To facilitate the processing of regular contract or other sums that may be due to ("Landlord/Vendor") from Vertical Bridge, and/or its affiliates (collectively "Vertical Bridge"), Landlord hereby agrees as follows:

### E-CHECK/ACH AUTHORIZATION

Landlord/Vendor hereby voluntarily authorizes Vertical Bridge and its affiliates, successors and assigns, to initiate automatic credit and corrective debit entries to Landlord/Vendor's bank account as follows: (Please provide information for only one (1) account.)

1	Name of Bank:	
	State:	
	Account Type:	Checking / Savings (circle one)
	ACH Bank Routing/ABA Number:	
	Account Number:	
2	Name of person/entity to be paid:	
	Street Address:	
	City:	
	State:	
	Zip Code:	
	Email Address: For notification of EFT payments	
3	Please attach your <b>VOIDED</b> check (Checking) or Deposit Slip (Savings).	

Landlord/Vendor acknowledges that it may terminate this authorization by notifying Vertical Bridge in such time and manner as to afford Vertical Bridge and the banks a reasonable opportunity to act on it, receive proper payment and adjust for errors.

If there is any missing or erroneous information regarding Landlord's/Vendor's bank, bank routing and transit number, or account number, you hereby authorize Vertical Bridge to verify and correct such information. Failure to provide requested information may delay or prevent ACH payments.

By signing this Electronic Payment Authorization Form below, you acknowledge that you provided the information herein voluntarily with the intention of facilitating electronic transactions involving the above account. This authorization is applicable to all payments issued to Landlord/Vendor by Vertical Bridge under the designated taxpayer identification number (TIN) or SSN.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Please complete and return this form to:

Vertical Bridge REIT, LLC  
Attn: Accounts Payable / GL Abstraction  
22 West Atlantic Avenue, Suite 310  
Delray Beach, FL 33444  
or via facsimile: (561) 431-8006  
or via email: [groundlease@verticalbridge.com](mailto:groundlease@verticalbridge.com).

Site I.D. or Vendor I.D.

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