ASSIGNMENT OF LICENSE PROCESS INSTRUCTIONS

Any contract that is 5 years or older *is not eligible to be assigned or transferred to a new licensee. The new licensee will be required to obtain a new agreement under the same procedures and fee schedule provided to all new licensees.*

Any contract that is less than 5 years old *will be reviewed by BNSF Railway Company (BNSF) to determine if the contract can be assigned. An assignment may be subject to additional insurance requirements. BNSF reserves the right to withhold approval on assignments.*

Assignment Process:

1. Once the application package and copies of the contract are received by Jones Lang LaSalle Brokerage, Inc. (JLL), the contract will be researched and compared with BNSF records for current status of contract.

2. When the research is complete, a contract will be prepared and three (3) copies will be forwarded to you for an original signature.

3. Return the signed contracts (3 contracts with original signatures), along with the appropriate payment, as determined by BNSF, and the Certificates of Insurance (as required by the contract) to JLL's Permits Department.

4. The final contracts, with original signatures, will be presented for execution provided payment has been received and insurance has been approved.

5. Once the contract is executed, two (2) originals will be returned to you for your files.

Process Time:

Please be advised that the average time period for completion of this process is 6 – 8 weeks from the time that the application is received. Every effort will be made to complete this process in a timely manner.

Please send the following so we may process your License request:

1. **Completed Application**.
2. **$800 non-refundable processing fee**. Check should be made payable to BNSF Railway Company.
3. **A copy of the original contract.** If copies are not received, it will delay the assignment process time.

Forward to:
Jones Lang LaSalle Brokerage, Inc.
Attn: Permit Services
4200 Buckingham
Suite 110
Fort Worth, TX 76155

CONSENT TO ASSIGN APPLICATION

Jones Lang LaSalle Brokerage, Inc.
ATTN: Permit Services
4200 Buckingham
Suite 110
Fort Worth, Texas 76155

Applicants Tax ID #
or SS #

We submit for your consent and approval our request to assign the agreement(s) listed below which are now located on BNSF Railway Company's (BNSF) right-of-way.

Legal Name of company / municipality assigning the agreement: _____
State in which incorporated: _____ (If not incorporated, please attach name(s) of owners or partners.)
Name of Contact: _____ Phone # _____
EMail Address: _____ FAX: _____
Mailing Address: _____

Legal Name of company / municipality who will own the facility: _____
State in which incorporated: _____ (If not incorporated, please attach name(s) of owners or partners.)
Name of Contact: _____ Phone # _____
EMail Address: _____ FAX: _____
Mailing Address: _____

BNSF's Contract No.	Licensee's No.	Date	City	County	State	Type of Agreement

Attached to this sheet are *complete copies of the agreements* listed above *including exhibits*.

Date: _____

Signed: _____
Print Name: _____
Title: _____
Phone #: _____ FAX: _____

If you require additional assistance, please contact your Jones Lang LaSalle Brokerage, Inc. representative.