

## **Assignment Information**

**Average Turnaround Time Frame:** 45-60 days

**Average Cost:** \$850.00 per agreement. Sidetrack and Track Lease agreements are not charged an Assignment fee unless priority handling is requested. (Priority handling available at an extra cost, please see below).

### **Priority Handling:**

We understand that from time to time there is a need for immediate response to an assignment request. Because of the high volume of applications received by CSXT our normal review period may not satisfy your schedule. In certain cases we may be able to provide priority handling for a fee of \$2,400.00 per agreement. Sidetrack and Track Lease agreements cost \$850.00 per agreement.

## **Instructions for Completing and Returning the Assignment Request Form**

For us to assist you better, please complete each section of the assignment application and be explicit in the intended use of CSX property.

### **Section 1: Current Contract Holder**

This section requires information from the company or individual that is listed on the contract, the current contract holder. The contact name and information should be the person responsible for handling the assignment of the contract. The state of incorporation is the state in which your company is legally established.

### **Section 2: Proposed Contract Holder**

The proposed contract holder is the company or individual to whom the contract may be assigned. The contact name and information needs to be the person responsible for handling the assignment of the contract. The state of incorporation is the state in which your company is legally established.

To ensure information is sent to the correct locations, please identify an overnight address by either checking Same as Correspondence Address, Same as Billing Address, or completing the Overnight Address fields. Please do the same with the Billing Address.

### **Section 3: Requestor Information**

Requestor information is your information. The Effective Date of Assignment is the sale date or the date the Proposed Contract Holder would like to begin using the property. Please supply the reason for assignment (i.e. sold property).

Priority Handling: you must check the priority handling check box and include \$2,400.00 for each agreement to be included in the assignment.

### **Section 4: Contract to be Assigned**

If more than 5 contracts need to be assigned, please supply an attachment with the contracts and the required information. Contract type is an identification of the contract

such as land, pipe line, wire line, road crossing, sidetrack, track, etc. The CSXT contract number is the number we use to identify and file the contract. The contract number begins with a prefix and may have six (6) numbers following. It may begin with CSX, SCL, COL, BOL, DOT, NYC, CR, ACL, BO, CO, LN, PLE, PM, PML, TRR, WML, etc. **It is necessary we receive the new customer's intended use of the property. Please provide a detailed answer.** (i.e. gas pipeline, drainage, materials storage and what is being stored, beautification, ingress/egress, parking (long term or short term), etc.)

If you have several contracts in different locations or with different contract types and would only like to assign specific locations or contract types, please specify those locations or contract types. For contract types labeled Track, please provide contact information if another industry is using the track.

Be sure to supply the application date, the date the assignment application is submitted, at the top of page 1 on the application. Please review your application to confirm it is completed and every field with a red asterisk has been entirely completed.

**Before submitting, please ensure the following are completed and included:**

- 1) Assignment Application.
- 2) \$350 (upfront, non-refundable) processing fee. This fee is deducted from the total cost. If paying for priority handling, total cost is due upfront.
- 3) If paying via credit card, include the Credit Card Authorization form.
- 4) Copy of the original contract.

**Assignment Process:**

- Once the application and processing fee has been received the contract information will be researched for current status and to identify CSXT's contract number.
- An Assignment and Amendment package will be sent to all parties for execution.
- All insurance certificates, fees, and executed documents must be received before CSXT will consent to the Assignment.
- Once the assignment package is executed by all parties, originals will be sent to all parties.

**Assignment Costs:**

- Actual costs for assignment will be determined by CSXT.
- The average cost for an assignment is \$850.00 per contract.
- The processing fee(s) will be deducted from the assignment fees when the assignment has been executed by all parties.

**NAME CHANGE INFORMATION**

Average Cost: \$350.00 - Must include state documents evidencing name change (i.e. Amended Articles of Incorporation or Articles of Merger)