

Assignment – Name Change Information

Average Time Frame: Standard Handling = 45-60 days; Priority Handling = 7 days or less.

Average Cost: Standard Handling = \$1000.00 per contract (no charge for track agreements)
Priority Handling = \$3,000.00 per contract for priority handling (\$1000.00 per track 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.

The Effective Date of Assignment is the sale date or the date the Proposed Contract Holder would like to begin using the 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. If the current contract holder is no longer viable or cannot be reached please let us know.

Section 2: New 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. Please supply the reason for assignment (i.e. sold property).

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. If the requestor information is the same as the contact information in Section 1 check the "Same as contract information in Section 1". Please supply the reason for assignment (i.e. sold property).

Priority Handling: Please check the priority handling check box and include the total assignment cost.

Section 4: Contract(s) 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

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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. Standard Handling: One-time \$500.00 upfront and non-refundable processing fee (excluding track agreements). This fee is deducted from the total cost. If paying for priority handling the total cost is due upfront, a portion of which is refundable if assignment fails.
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 agreement 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 \$1000.00 per agreement.
- The processing fee(s) will be deducted from the assignment fees when the assignment has been executed by all parties.

*****PLEASE NOTE***** Completing these requirements *DOES NOT* constitute CSXT's acceptance of an assignment. CSXT's approval of an assignment comes in the form of a fully executed assignment document (signed by all parties) and fulfillment of all required documentation and payment(s).

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- Must include state documents evidencing name change (i.e. Amended Articles of Incorporation, Articles of Merger, Name Change, etc.)
- \$50.00 per agreement, but not more than \$2500.00.
- In the unfortunate event of an individual passing, if the agreement is in the individuals' name we must receive the letter of executor or executrix which lists the new party to the agreement as the executor/executrix.

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