

### Instructions

Following are the instructions and forms for applying for a sublease or assignment with Norfolk Southern and its subsidiaries. **Submit your application and check for fee payment to the Real Estate address above.**

1. You must submit a fully completed **Application Form**. Please be sure you provide the complete legal name of the applicant, are explicit in the proposed use of the property, and that you sign the application. Please send the original application to NS and retain a copy for your records.
2. Any **application fees must be paid** at the time of submission of your application. All fees are non-refundable. Please **make your check payable to Norfolk Southern Corporation**.
3. An **exhibit** representing the location of the proposed lease property, with dimensions, should be attached to your application. See the Sample Exhibit provided in this section for an example of what this item should look like, and the kind of information it should include.
4. A **general location map** of the property must also accompany your application. Examples include such data as county highway maps with the location marked, USGS topographical maps with the location marked, or applicable county tax maps with the area highlighted, etc. The proposed leased or licensed property should be highlighted.
5. Please read the **insurance overview** and make certain you can comply with all requirements.
6. **Be sure to submit any attachments** specifically called for with the application such as agreement copies, sublessee agreements, legal documentation of proposed assignment, and sketches of parking lots, etc.

Processing of your Application requires NS management review and approval and may involve several departments at NS. The proposed site may not be used prior to the execution of a formal agreement with NS.



# NORFOLK SOUTHERN CORPORATION SUBLEASE/ASSIGNMENT APPLICATION

**APPLICANT INFORMATION** Application fee of \$750 and copy of your lease/license is enclosed (mail-in applications only). Check# \_\_\_\_\_

Legal Name of Applicant (party to agreement) \_\_\_\_\_ Tax ID \_\_\_\_\_

**Mailing Address**  
 Street \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

**Billing Address**  
 Street \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Contact \_\_\_\_\_

Billing Contact \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Applicant is a (Provide state of formation for Corporation and Partnerships, and name of owner for Sole Proprietorship)

<input type="checkbox"/> Corporation- State _____	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Limited Partnership- State _____	<input type="checkbox"/> Individual
<input type="checkbox"/> LLC- State _____	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Sole Proprietorship – State _____	<input type="checkbox"/> Government Entity- State _____
Owner _____	Gov't Dep't: _____

## SUBTENANT/ASSIGNEE INFORMATION

Legal Name of  Subtenant  Assignee \_\_\_\_\_ Tax ID \_\_\_\_\_

**Mailing Address**  
 Street \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

**Billing Address**  
 Street \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Contact \_\_\_\_\_

Billing Contact \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Applicant is a (Provide state of formation for Corporation and Partnerships, and name of owner for Sole Proprietorship)

<input type="checkbox"/> Corporation- State _____	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Limited Partnership- State _____	<input type="checkbox"/> Individual
<input type="checkbox"/> LLC- State _____	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Sole Proprietorship – State _____	<input type="checkbox"/> Government Entity- State _____
Owner _____	Gov't Dep't: _____

Reason for Sublease/Assignment \_\_\_\_\_

- Selling Company  Selling Assets Only  Corporate Name Change Only  Purchase Another Company  Purchase Co. Assets

Please attach a **REQUIRED** copy of your proposed Sublease agreement or legal documentation to support an Assignment.

Sublease/ Provisions Proposed Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Term \_\_\_\_\_

Rental/Purchase Price \$ \_\_\_\_\_

Billing Frequency \_\_\_\_\_

Proposed use of the property by the subtenant/assignee \_\_\_\_\_

\_\_\_\_\_

**SUBLEASE/ASSIGNMENT APPLICATION FORM FOR**

Legal Name of Applicant (Tenant): \_\_\_\_\_ Date: \_\_\_\_\_

Original Lease Parties \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Rental \$\_\_\_\_\_ Billing Frequency \_\_\_\_\_

Amendments Parties \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Provide copies of all documents and the names and addresses of all affected parties.

**PROPERTY/LEASE INFORMATION** (check one)

<input type="checkbox"/> Land	<input type="checkbox"/> Pipe	<input type="checkbox"/> Wire	<input type="checkbox"/> Building
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Location of property  
Street (if applicable) \_\_\_\_\_  
Street \_\_\_\_\_ Lat/Long \_\_\_\_/\_\_\_\_  
Nearest Town \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Railroad Milepost \_\_\_\_\_  
(If known)

*A sketch of the property you wish to sublease or assign is REQUIRED. See the instructions for completion of the required sketch.*

Is this a Pipe?  Yes  No  Underground  Above Ground  Water  Gas  Petroleum  Sewer  
 Other \_\_\_\_\_

Is this a Wire?  Yes  No  Electric Power  Telephone cable  Fiber Optic  Other

Are there railroad tracks located on the land?  Yes  No  
How close will the leased property be to the centerline of the nearest track \_\_\_\_\_ Yds \_\_\_\_\_ Ft  
On which side of the track is the leased area situated?  N  S  E  W  
Do you anticipate shipping by rail at this location?  Yes  No

Are there any existing improvements (buildings, pavement, billboards, etc.) located within the lease area?  Yes  No  
(If yes, specify) \_\_\_\_\_ Who owns them? \_\_\_\_\_

Does the subtenant/assignee plan to make attachments or improvements (lighting, paving etc.)?  No  Yes *If yes, attach plans.*

Will there be parking on this property?  Yes  No Will this be commercial/public parking?  No  Yes Will parking be for  
subtenant/assignee's employees/customers only?  Yes  No Details \_\_\_\_\_

Are you aware of any storage tanks on the property?  Yes  No  Above Ground  Underground  
How Many? \_\_\_\_\_ Owned by  Railroad  Applicant  Other \_\_\_\_\_  
What is stored in tanks? \_\_\_\_\_ Distance from nearest track \_\_\_\_\_ Yards \_\_\_\_\_ Feet

How will property be accessed?  Public road adjacent  Across Railroad Property not covered by this lease  
 Across Railroad tracks  Other (specify) \_\_\_\_\_

*I/We understand that submission of this application does not authorize occupation of the property by the subtenant or assignee and that approval of the proposed sublease/assignment is subject to the specific requirements set forth in the lease, as the same may have been amended, and, if applicable, the execution of formal documentation evidencing Norfolk Southern's consent to the proposed sublease or assignment. Additional charges may apply to assignments if approved. Exact rental rates, charges and other requirements will be forwarded to Applicant after the application has been reviewed and approved by Norfolk Southern.*

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_