



## **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 application fee.** This is not in lieu of a permit agreement 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

