

Customer	TowerCo	Time	Glossary of Terms
<b>01</b> Submit application { If applicable, send PO for structural analysis }	<b>02</b> Receive and confirm application	<b>3-5 days</b>	<p><b>Customer Inquiry-</b> Customers should call their TowerCo Business Development Manager (BDM) to inquire about a site. Customers should provide the BDM with the site name or number, along with the nearest city and state, whenever possible. The BDM can then provide the customer with information and details specific to that site's available space.</p> <p><b>Colocation Application-</b> Each colocation application should be fully completed and emailed directly to the customer's Colocation Project Manager (PM) or the BDM. If the application is not fully completed, the BDM will contact the customer to request any missing information. Please note that incomplete applications will delay the processing of an application.</p> <p><b>Preliminary Application Review-</b> TowerCo will review the application to identify any real estate or tower issues, which might delay the colocation. Typical issues include land availability, consent, and the possible need for a structural analysis. If there are any issues, the colocation department will discuss them with the customer.</p> <p><b>Data Package-</b> After receiving a complete application from the customer, TowerCo will send the customer a site data package. This package will include tower drawings, site plan, FCC registration, FAA, NEPA, title, structural information and any other pertinent details. After receiving the colocation package, the customer should be able to begin their due diligence process.</p> <p><b>Structural Upgrades / Ground Space Constraints / Consents-</b> In the event that structural upgrades are needed, or ground space constraints and/or consent issues arise, TowerCo will work diligently to allow the customer on the requested site. An engineering action plan may be needed and could take up to fifteen (15) days to prepare for tower reinforcements and upgrades while pole replacements may take up to thirty (30) days. TowerCo will negotiate with property owners directly if additional ground space is required. If one of these situations is to arise, the BDM will keep the customer informed of TowerCo's progress and of any costs that are the customer's responsibility. During this process, TowerCo will continue to work to place the customer on the site as quickly as possible.</p>
	<b>03</b> Determine key issues: ✓ RAD center availability ✓ Ground space availability ✓ Landlord consent requirements ✓ Structural capacity ✓ Determine if tower requires modification or extension (structural analysis)		
	<b>04</b> Communicate acceptance of application or alternative solutions to customer ✓ Send customer Site Data Package ✓ Request PO for structural		
<b>05</b> Confirm terms and solutions are acceptable	<b>06</b> Resolve special issues, if applicable ✓ Ground space and consent negotiations ✓ Tower modification or extension ✓ Verify receipt of applicable fees ✓ Request required FAA/FCC approvals		
	<b>07</b> Prepare lease/license agreements and deliver to customer (preferably via email)	<b>3-5 days</b>	
<b>08</b> Sign agreements	<b>09</b> Execute agreements	<b>2-3 days</b>	
<b>10</b> Submit construction drawings and permits	<b>11</b> Approve construction drawings and return to customer Verify receipt of customer's building permits, name and contact info of contractor; and certificate of insurance Send Notice to Proceed.	<b>3-5 days</b>	<p><b>Leasing-</b> Once TowerCo completes the application review and approves the colocation, the BDM and the customer will determine the rent and terms, unless predetermined by a Master Lease Agreement. TowerCo will then draft a contract and send it to the customer for signature. The customer should sign the lease and mail the required documents back to the PM.</p>
<b>12</b> Send construction start date and begin construction	<b>13</b> Receive construction start date and schedule Commence lease pursuant to contractual parameters.	<b>varies</b>	<p><b>Pre-installation Checklist-</b> Customer should send TowerCo their construction drawings, building permits, name and contact info of contractor, and certificate of insurance prior to commencing installation. TowerCo will issue a notice to proceed (NTP) once all documents have been received.</p>
<b>14</b> Send close-out package when construction is complete	<b>15</b> Conduct colo inspection. Close application.	<b>3-5 days</b>	<p><b>Installation and Site Close Out-</b> Customer should send construction start date (including construction schedule) to TowerCo and TowerCo will comment the lease pursuant to the contractual terms. Once the installation is complete, TowerCo will perform a site inspection. The customer should send as-built drawings to TowerCo's colocation department.</p>

1. Estimated duration is in business days and for informational purposes only 2. Application forms can be found on our website ([www.towerco.com](http://www.towerco.com)). Unaccompanied site visits can be arranged by sending a Right of Entry & Testing form, also found on our website 3. TowerCo will work diligently to allow the customer on the requested site, but it may take up to thirty (30) days to prepare for tower reinforcements, upgrades, and pole replacements.