



## **ASSIGNMENT OF LICENSE PROCESS INSTRUCTIONS**

### **How to apply for an Assignment:**

In an effort to effectively facilitate the assignment process, OmniTRAX has partnered with LandRail LLC, a company committed to providing professional Real Estate Services. This document is intended to provide you with all the information you should need to begin the contract assignment process.

Complete the application, print and mail with the following:

- The \$750 (non-refundable) processing fee. Check should be made payable to **LandRail LLC**. LandRail requires the processing fee to be sent with the application, or it will be *returned*.
- A copy of the original contract. If copies are not received, it will delay the assignment process.

To: LandRail, LLC  
252 Clayton Street  
Denver, CO 80206

If the information is not complete or is incorrect, it will delay the permit process. Please ensure all information is accurate, as each change will require an additional \$350 be added to the processing fee.

**Any contract 15 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 less than 15 years old** may or may not be approved by OmniTRAX for assignment. Assignment may be subject to additional insurance requirements. OmniTRAX reserves the right to withhold approval on assignments.

### **Assignment Process:**

1. Once received by OmniTRAX the application and contract copies will be researched and compared with OmniTRAX records for current status of contract and railroad contract number.
2. When all information is received, a contract will be prepared and two (2) copies will be forwarded to you for original signatures.
3. Once received by your office, forward the signed contracts (2 copies with original signatures), along with the appropriate payment and Certificates of Insurance (as required by the contract) to LandRail.
4. The final contracts, with original signatures, will be presented to OmniTRAX for execution provided ALL certificates and payments are received.
5. Once the contract is executed, one (1) original will be returned for your distribution.

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.

### **Costs:**

Costs for assignments will be determined by OmniTRAX.