



THE GRINNELL GROUP

APPLICATION PROCESS

Application

- \$1,500.00 application fee (Payable to The Grinnell Group) must be in hand. Checks only; no purchase orders.
- \$2,100 structural analysis fee (Payable to The Grinnell Group) must be in hand. Checks only; no purchase orders. We will not accept structural analysis performed by tenants.
- All fields on the application must be complete or marked 'N/A'
- For modifications to an existing collocation, the "Proposed Loading" fields should include all equipment that will be installed once the modification is complete.
 - The application will be included as an exhibit in the final lease or amendment.
- Full construction drawings showing
 - Site plan showing
 - All existing and proposed structures including tower, cabinets, generators, above ground utilities, ice bridges, fencing & gates
 - Access and utilities within compound and from compound to the ROW
 - Property lines, lease area, and easements including dimensions, setbacks, and legal descriptions, if available.
 - Tower elevation detailing all proposed and existing equipment attached to tower.
- Spec sheets for all the new and existing equipment (including equipment to be removed.)

Preliminary Review

- We will obtain relevant due diligence including the prime lease and any amendments, construction drawings, tower drawings, structural analysis and foundation designs.
- We will assess the need for the tower to be mapped. If mapping is required, we will request an additional fee to cover this cost. Once the mapping is complete, it will be shared with the tenant and the available centerline verified and agreed to by both parties if different than requested on application.
- We will assess legal rights of new tenant for any proposed installation.
- We will assess the proposed modifications and determine if a lease amendment is needed

Preliminary Approval

- Assuming the structural analysis passes, we will issue a preliminary approval letter on behalf of the tower owner to the tenant. If the structural analysis fails, we will provide tenant with a copy of the failing analysis and fee request for preparing tower modification design.
- The Preliminary Approval will identify the approved lease area and the proposed rent increase.
- We will draft any lease amendments that are required and provide them to the applicant for comment and approval.

- The Preliminary Approval will outline associated fees including the lease processing fee, Notice to Proceed fees and Pre/Post Inspection fees.

Lease Execution. Once all terms are agreed upon and the following items are complete, an executable final version will be sent to the tenant. Do not execute draft versions.

- Construction Drawings are approved and stamped.
- The Structural is approved and passing.
- The Lease Processing Fee of \$3,000.00 payable to The Grinnell Group is received.

Notice to Proceed. The Notice to Proceed will be issued once all NTP items are in hand. These include:

- Fully Executed Lease
- Approved Structural
- Approved Construction Drawings
- Building Permit or Evidence that a Permit isn't required
- Certificate of Insurance naming the Tower Owner as an additional insured
- General Contractors name, address, phone and state license number
- Proposed Construction Schedule
- Pre and Post Inspection Fee of \$1,500.00 payable to The Grinnell Group
- Pre-Construction site consult

All fees listed herein are Payable to: The Grinnell Group, 1515 Linden Street, Ste. 210, Des Moines, Iowa 50309. Fees may be paid at the time they become due or all at one time when the application is submitted.