

Customer	TowerCo	Est. Duration ¹	Glossary of Terms
01 Submit application ²	02 Receive and confirm application. 03 Analyze requirements for installation per application: ✓Ground space availability. ✓Existing conduit availability, if necessary. ✓Existing utility easement rights of way. 04 Discuss fiber location options. TowerCo prefers all equipment, other than conduit, to be placed outside of TowerCo's demised premises. If equipment is located inside TowerCo's demised premises, TowerCo may charge a rental fee to the customer. Finalize equipment and fiber location with the customer. Provide customer with a proposed site plan drawing depicting the location of the fiber and any potential cabinets or equipment.	3-5 days	<p>Customer Inquiry - 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>Fiber Installation Application - Each application should be fully completed and emailed directly to the customer's 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>Preliminary Application Review - TowerCo will review the application to identify any real estate or potential construction issues that might delay the installation. If there are any issues, the PM and/or BDM will discuss them with the customer.</p> <p>Leasing - Once TowerCo completes the application review and approves the fiber installation, the BDM and the customer will determine the rent and terms, unless predetermined by a Master Agreement. TowerCo will then draft an access agreement and send it to the customer for signature. The customer should sign the agreement and mail the agreement back to the PM.</p> <p>Pre-installation Checklist - Customer should send TowerCo their construction drawings, building permits, name and contact info of contractor, and certificate of insurance prior to installation. TowerCo will issue a Notice To Proceed (NTP) once all documents have been received.</p> <p>Installation and Site Close Out - Customer should send construction start date (including construction schedule) to TowerCo and TowerCo will commence the license agreement pursuant to the contractual terms. Once the installation is complete, TowerCo will perform a site inspection. The customer should send as-built drawings to the PM.</p>
05 Confirm location and terms are acceptable	06 Prepare access agreement (if required) and deliver to customer (preferably via email).	Varies	
07 Execute agreement.	08 Execute agreement (if necessary) and return a copy to the customer.	2-3 days	
09 Submit construction drawings and permits	10 Approve construction drawings, as provided by the customer, 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" to customer.	3-5 days	
11 Commence construction	12 Receive construction start date and schedule from customer. Commence license agreement pursuant to contractual parameters (if necessary).	Varies	
13 Send close-out package when construction complete	14 Conduct inspection Close application	3-5 days	

1. Estimated duration is in business days and for informational purposes only.

2. Application forms can be found on our website (www.towerco.com). Unaccompanied site visits can be arranged by sending a Right of Entry & Testing form, also found on our website.