

| Customer   | TowerCo  | Time <sup>1</sup>   | Reconfiguration Terminology   |
|--|--|---------------------|---|
| <p><b>01</b><br/>Submit application <sup>2</sup></p> <p><i>If applicable, send PO for structural analysis.</i></p>   | <p><b>02</b><br/>Receive and confirm application</p> <p><b>03</b><br/>Determine key issues:<br/> <ul style="list-style-type: none"> <li>✓ Tower Space Availability</li> <li>✓ Structural capacity <ul style="list-style-type: none"> <li>• Determine if tower requires modification or extension (structural analysis)</li> </ul> </li> </ul> </p> <p><b>04</b><br/>Communicate acceptance of application or alternative solutions to customer<br/> <ul style="list-style-type: none"> <li>✓ Request PO for structural</li> </ul> </p> | 3-5 days            | <p><b>Customer Inquiry</b><br/>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>Reconfiguration Application</b><br/>Each 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><br/>TowerCo will review the application to identify any real estate or tower issues, which might delay the reconfiguration. If there are any issues, the colocation department will discuss them with the customer.</p> |
| <p><b>05</b><br/>Confirm terms and solutions are acceptable</p>  | <p><b>06</b><br/>Resolve special issues, if applicable<br/> <ul style="list-style-type: none"> <li>✓ Tower modification or extension <ul style="list-style-type: none"> <li>• Verify receipt of application fees</li> </ul> </li> </ul> </p>   | Varies <sup>3</sup> | <p><b>Structural Upgrades / Ground Space Constraints</b><br/>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>  |
| <p><b>07</b><br/>Prepare lease/license amendment and deliver to customer (preferably via email), unless customer has right to add equipment in the lease.</p>  | <p><b>08</b><br/>Sign agreements</p>   | 3-5 days            |   |
| <p><b>09</b><br/>Execute agreements</p>  | <p><b>10</b><br/>Submit construction drawings and permits</p>  | 2-3 days            |   |
| <p><b>11</b><br/>Approve construction drawings and return to customer</p> <p>Verify receipt of customer's building permits, name and contact information of contractor, and certificate of insurance</p> <p>Send notice to proceed</p> | <p><b>12</b><br/>Send construction start date and begin construction</p>   | 2-3 days            | <p><b>Leasing</b><br/>Once TowerCo completes the application review and approves the reconfiguration, the BDM and the customer will determine the rent and terms, unless predetermined by a Master Lease Agreement. TowerCo will then draft an amendment to the existing contract and send it to the customer for signature. The customer should sign the amendment and mail the required components back to the PM.</p>  |
| <p><b>13</b><br/>Receive construction start date and schedule</p> <p>Commence amendment pursuant to contractual parameters</p>   | <p><b>14</b><br/>Send close-out package when construction complete</p>   | Varies              | <p><b>Pre-installation Checklist</b><br/>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>  |
| <p><b>15</b><br/>Conduct inspection</p> <p>Close application</p>   | <p><b>15</b><br/>Conduct inspection</p> <p>Close application</p>   | 3-5 days            | <p><b>Installation and Site Close Out</b><br/>Customer should send construction start date (including construction schedule) to TowerCo and TowerCo will commence the amendment 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). 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