



August 7, 2017

Board of Education of Jefferson County, Kentucky
Attn: Franklin Jones
3332 Newburg Road
Louisville, KY 40218

Re: FA Number: 10068345
Cell Site Name: BALLARD HIGH SCHOOL
6000 Brownsboro Road, Louisville, KY 40222 (Property)

Dear Mr. Jones,

The enclosed documents are being provided to you in connection with the proposed AT&T Lease Agreement. Please call me at **(858) 754-2154** when you receive this package and I will guide you through the process of signing and notarizing the following:

1. **Communications Facility Space License Agreement** (three originals):
 - ☐ Complete the signature block with signature and date; and
 - ☐ Only authorized signatories may sign on behalf of an entity.
2. **Memorandum of Agreement** (three originals):
 - ☐ Do not date the first page of the Memorandum. This date will be inserted by New Cingular Wireless PCS, LLC when the documents are fully executed;
 - ☐ Complete the signature block with signature and date **in the presence of a Notary Public**; and
 - ☐ Only authorized signatories may sign on behalf of an entity.

A return-addressed, pre-paid **Federal Express** envelope is included for your convenience (to locate the nearest drop-off, call **800.463.3339** or visit www.fedex.com/dropoff). Should you require the services of a mobile **Notary Public**, call **888.838.1458** or visit www.123notary.com to arrange for this service. Although we will be sending you a complete set of documents at the end of this transaction, you are free to make your own copies at this time if you wish. However, it is important that you return **all** of the original documents enclosed in this package.

Please make sure that all of these documents are signed, notarized, and returned to Md7 within the next **three days**. Once all documents relating to this transaction have been fully-executed, AT&T will provide you with a complete set of final transaction documents.

If you have any questions regarding the enclosed documents, please contact me at **(858) 799-0346** or by email at **wsantiago@md7.com**.

Sincerely,

Wendy Santiago

Enclosures