

**Public Pay Telephones**  
**Application for Transfer or Sale of PPTs**

**PPT Company Due Diligence Steps**

1. The Purchaser(s) must send the City notice in writing that they wish to purchase Seller's PPTs.
2. The Seller(s) must send the City notice in writing authorizing the release of Seller's registry of PPTs to the Purchaser(s).
3. Purchaser and Seller must both comply with all DoITT information requests regarding the sale, any other outstanding issues.
4. Purchaser and Seller must both cure all outstanding issues identified by DoITT as impediments to the sale.
5. Purchaser and Seller must complete and submit registry transfer form.

**DoITT Investigatory Steps**

1. The Operations Unit will determine if Seller's registry data contains errors or if any problems exist with the status of PPTs to be transferred.
2. The Audit and Revenue Unit will determine if Seller and Purchaser are current on all obligations to the City regarding permit application fees, franchise fees and such other fees as are applicable (i.e., paid in full), and regarding Security Fund coverage at \$250 per PPT and insurance coverage.
3. The Enforcement Unit will determine whether:
  - (i) there are any problems arising from or linked to Seller's or Purchaser's pay telephone route;
  - (ii) either Seller or Purchaser has any non-permitted or non-registered PPTs on the City's streets;
  - (iii) either Seller's or Purchaser's pay telephones have any adjudicated or defaulted violations that remain unpaid.