



Syndicate Subscription Legal Plans

TELECOMMUNICATIONS

CORPORATE CLIENT INTAKE QUESTIONNAIRE:

REGULATORY CALENDARS ARE FIXED. Annual certifications, contribution and reporting filings, license renewals, and outage reports all fall on set dates, and transfers of licenses or control generally require approval **BEFORE** closing. Local siting applications also run against shot clocks. Tell us any filing date, renewal, or closing deadline first.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for telecommunications businesses — broadband and internet providers, wireless carriers and resellers, cable operators, radio and television broadcasters, tower and infrastructure companies, fiber and transport providers, device vendors, and distributors. Complete the sections that apply. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

☐ Legal Entity Name: _____

DBA / network or brand names: _____ Year founded: _____

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Cooperative

☐ Public company

☐ Subsidiary of a parent

☐ Foreign ownership interest

State of formation: _____ EIN (last 4): _____

States / markets served: _____ **Syndicate Plan Member ID:** _____

Contact person & title: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR BUSINESS

1.1 Type of business:

☐ Broadband / internet service provider

☐ Wireless carrier

☐ Mobile virtual network operator

☐ Cable television operator

☐ Radio broadcasting

☐ Television broadcasting

☐ Fiber & transport provider

☐ Tower & infrastructure company

☐ Data center & colocation

☐ Satellite services

☐ Voice & VoIP provider

☐ Device vendor

☐ Infrastructure & platform vendor

☐ Distribution & reseller

☐ Managed services provider

1.2 Subscribers or customers: _____ Markets & footprint: _____



Syndicate Subscription Legal Plans

1.3 Describe your services, network, and current stage: _____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

- | | |
|--|--|
| ☐ Formation or incorporation | ☐ Entity conversion / restructuring |
| ☐ Operating agreement / bylaws | ☐ Corporate resolutions |
| ☐ Annual reports & business filings | ☐ Foreign qualification |
| ☐ International incorporation | ☐ Business licenses & permits |

Authorizations & Regulatory:

- | | |
|--|---|
| ☐ Federal communications authorizations & registrations | ☐ Spectrum & broadcast licensing |
| ☐ State certification & registration | ☐ Interplay of federal & state requirements |
| ☐ Cable & video franchise operations | ☐ License renewals & ownership reports |
| ☐ Transfers of licenses & control approvals | ☐ Universal service & regulatory contributions |
| ☐ Rate setting & taxing authority matters | ☐ Public policy & rulemaking comments |

Network, Sites & Rights of Way:

- | | |
|---|---|
| ☐ Cell site & tower licensing, leasing & agreements | ☐ Tower siting & zoning applications |
| ☐ Collocation & master lease agreements | ☐ Access & rights of way agreements |
| ☐ Pole attachment & conduit agreements | ☐ Franchise & municipal agreements |
| ☐ Indefeasible rights of use & dark fiber agreements | ☐ Construction & build-out contracts |
| ☐ Public-private partnerships | ☐ Grant & subsidy program compliance |

Operations, Consumers & Privacy:

- | | |
|--|---|
| ☐ Customer terms of service & contracts | ☐ Billing practices & disclosures |
| ☐ Marketing & advertising review | ☐ Call authentication & robocall mitigation |
| ☐ Emergency calling & location requirements | ☐ Outage & network reporting |
| ☐ Accessibility requirements | ☐ Customer proprietary network information program |
| ☐ Privacy & public records matters | ☐ Lawful access & data request handling |

Equipment, Supply Chain & Content:

- | | |
|--|--|
| ☐ Equipment authorization & certification | ☐ Covered equipment & supply chain restrictions |
| ☐ Vendor & procurement agreements | ☐ Device distribution & reseller agreements |
| ☐ Programming & content carriage agreements | ☐ Interconnection & wholesale agreements |
| ☐ Roaming & network sharing agreements | ☐ Intellectual property & licensing |



Syndicate Subscription Legal Plans

Capital Markets & Finance:

- ☐ Capital markets consultation ☐ Private placement (Reg D / Reg A)
- ☐ Secured lending & network finance ☐ Spectrum & infrastructure acquisitions
- ☐ Exchange listing (OTC, Nasdaq, NYSE, international) ☐ Securities & blue sky compliance
- ☐ Mergers, acquisitions & system sales ☐ Investor agreements & cap table
- ☐ Restructuring or bankruptcy

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (filing, renewal, hearing, closing): _____

PART 3 — AUTHORIZATIONS & REGULATORY STATUS

Authorization / License	Agency	Call Sign or Number	Service / Market	Renewal Date

3.1 Are federal and state authorizations current for each service? ☐ Yes ☐ No

3.2 Are renewals, ownership reports, or annual certifications coming due? ☐ Yes ☐ No

Annual certifications and contribution filings have fixed deadlines, and late or missed filings routinely draw penalties even where no customer was harmed.

3.3 Is a transfer of licenses, assets, or control planned? ☐ Yes ☐ No

Assignments and transfers of control of licensed operations generally require regulatory approval before closing, and foreign ownership can add review.

3.4 Are there foreign owners or investors in the ownership chain? ☐ Yes ☐ No

3.5 Have you received inquiries, notices of apparent liability, or enforcement actions? ☐ Yes ☐ No

If yes, explain: _____

3.6 Do you contribute to universal service or similar programs? ☐ Yes ☐ No

PART 4 — NETWORK, SITES & RIGHTS OF WAY

Site / Route / Facility	Location	Owned, Leased or Licensed	Term	Expires



Syndicate Subscription Legal Plans

4.1 Do you own or lease towers, rooftops, or antenna sites? ☐ Yes ☐ No

4.2 Are master lease, collocation, or site agreements in place? ☐ Yes ☐ No

4.3 Are siting applications pending, denied, or delayed locally? ☐ Yes ☐ No

Local review of wireless siting applications is subject to time limits, and a failure to act within them can create remedies for the applicant.

4.4 Do you hold franchise, right of way, or pole attachment agreements? ☐ Yes ☐ No

4.5 Are there disputes over access, fees, make-ready work, or removal? ☐ Yes ☐ No

If yes, explain: _____

4.6 Do you participate in public-private partnerships or grant programs? ☐ Yes ☐ No

4.7 Do you buy, sell, or hold indefeasible rights of use or dark fiber? ☐ Yes ☐ No

PART 5 — COMPLIANCE PROGRAM

Program Area	In Place	Needs Update	Missing
Customer proprietary network information policy & certification	☐	☐	☐
Emergency calling & location accuracy compliance	☐	☐	☐
Call authentication & robocall mitigation filing	☐	☐	☐
Marketing consent & do-not-call procedures	☐	☐	☐
Billing accuracy & truth in billing	☐	☐	☐
Service quality & outage reporting	☐	☐	☐
Accessibility & relay requirements	☐	☐	☐
Lawful access & subpoena response procedures	☐	☐	☐
Data security & breach notification	☐	☐	☐
Recordkeeping & retention	☐	☐	☐

5.1 Do you market by phone, text, or automated dialing? ☐ Yes ☐ No

Calling and texting consumers without documented consent is among the most heavily litigated areas in this industry.

5.2 Have you had service outages requiring reports? ☐ Yes ☐ No

5.3 Consumer complaints, unauthorized charge claims, or billing disputes? ☐ Yes ☐ No

If yes, explain: _____

5.4 Have you had a data breach or unauthorized access to customer information? ☐ Yes ☐ No

Syndicate Subscription Legal Plans

PART 6 — EQUIPMENT, VENDORS & CARRIER AGREEMENTS

Counterparty	Role (vendor, carrier, programmer, reseller)	Term	Annual Value \$	Signed Agreement?

6.1 Do you sell or deploy equipment requiring certification? ☐ Yes ☐ No

6.2 Does your network include equipment subject to supply chain restrictions? ☐ Yes ☐ No

Certain network equipment is restricted for providers receiving federal support, and removal and replacement obligations may apply.

6.3 Do you have interconnection, wholesale, or roaming agreements? ☐ Yes ☐ No

6.4 Do you carry programming or content requiring carriage agreements? ☐ Yes ☐ No

6.5 Are there vendor performance, warranty, or supply disputes? ☐ Yes ☐ No

If yes, explain: _____

PART 7 — FINANCE, PEOPLE & DISPUTES

Existing Debt / Investment	Lender or Investor	Amount \$	Maturity	Secured By

7.1 Capital sought: \$ _____ Purpose: _____

7.2 Capital strategy:

☐ Network build & fiber deployment ☐ Spectrum or license acquisition

☐ Tower or infrastructure acquisition ☐ Working capital

☐ Growth equity ☐ Public offering or listing

☐ Sale of the company or systems ☐ Not sure — need advice

7.3 Employees: _____ Contractors: _____ States with workers: _____

7.4 Is any part of the workforce unionized? ☐ Yes ☐ No

7.5 Current disputes:

☐ Customer or consumer claim ☐ Regulatory enforcement

☐ Site or landlord dispute ☐ Municipality or franchise dispute

☐ Vendor or carrier dispute ☐ IP infringement

☐ Employment claim ☐ Collections

☐ None



Syndicate Subscription Legal Plans

PART 8 — DOCUMENTS & CERTIFICATION

8.1 Is a non-disclosure agreement required before documents are shared? ☐ Yes ☐ No

Please provide the following, if applicable. Check each item available. Redact customer personal information.

- | | |
|---|---|
| ☐ Formation & governance documents | ☐ Ownership / cap table & control chart |
| ☐ Financial statements & projections | ☐ Licenses, authorizations & renewal filings |
| ☐ Franchise & right of way agreements | ☐ Site, tower & collocation leases |
| ☐ Customer terms & billing templates | ☐ Compliance policies & certifications |
| ☐ Vendor, carrier & programming agreements | ☐ Agency notices & correspondence |

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the business named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Title: _____

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or
save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.