Baltimore Ravens PSL Transfer Instructions

*The current owner needs to start the transfer process. Current Owner Steps in Bold.

1: To begin a transfer please go to our official PSL Marketplace, [https://ravens.seasonticketrights.com/](https://ravens.seasonticketrights.com/), if this is your first time to use the marketplace you will need to create an account (it is a separate system from your online season ticket account).

2: Fill out the entire form with your information and then click Create Account.
3: You will then be logged in to the PSL Marketplace, from there click on My Private Transfers.

4: You will then choose the type of transfer and click the Start Button. A private sale transfer would only be used if you need the Marketplace to serve as an escrow account for any funds being exchanged.
5: Fill out your account information as the current owner including your account number and the seat location to be transferred. You will also need to input the new owner’s name and email address (It is important these are typed accurately so that the new owner can accept the transfer). Once completed, click submit transfer.

6: If the transfer is during the season you will be asked to confirm which tickets for the current season are transferring to the new owner along with the PSLs.

***You are not done***

7: The new owner will receive an email to accept the transfer and input their information.

8: Once the new owner has accepted the transfer, the Ticket Office will verify all of the information in the transfer. The new owner will then be asked to submit the transfer fee payment (and sale amount if a private sale transfer).

9: Once payment has been made both parties will be emailed to sign the necessary transfer documents online.

10: The Ticket Office will verify all the completed paperwork is in order and execute the transfer. You will receive an email when this has occurred.