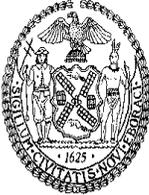


Revised  
02/09/07



NYC TAXI & LIMOUSINE COMMISSION  
40 Rector Street  
New York, New York 10006  
(212) 676-1135

INSTRUCTIONS FOR COMPLETING  
APPLICATION FOR TAXICAB OWNER'S LICENSE

All applicable sections must be completed, signed by appropriate parties, notarized where called for and bear a corporate seal wherever required.

DOCUMENTS REQUIRED TO BE SUBMITTED OR ACTIONS REQUIRED TO  
BE TAKEN BY BUYER:

1. **Government Issued Identification.** Each individual, partner in a partnership, officer and/or shareholder in a corporation, or member of a limited liability company, must provide (a) an original form of photo identification issued by the United States, any U.S. state or territory, or any political subdivision of such state or territory and (b) an original social security card. Please bring originals and copies of these identification documents.
2. **Hack license.** *An individual owner, a partner in a partnership and a member of an LLC must bring original and submit copy of original.*
3. **Criminal record.** Submit copy of Certificate of Disposition.
4. **Corporations.** Submit certified copy of the certificate of incorporation, filing receipt, and a completed Election of Officers Form. Please bring original of first two documents and submit copy of these originals. Submit original Election of Officers Form.
5. **Partnerships.** Submit a certified copy of the certificate of partnership and filing receipt. Please bring originals and submit copy of originals.
6. **LLCs.** Submit a certified copy of the articles of organization and filing receipt. Please bring originals and submit copy of originals.
7. **Fingerprints.** Unless prints are already on file with the TLC, EACH buyer (including ALL partners in a partnership, ALL officers AND shareholders in a corporation, and ALL members of an LLC) must be fingerprinted. Call (212) 676-1112 to schedule an appointment. Any *individual* lender must also be printed.
8. **Source of funds.** Please bring original documents and submit copy of originals:
  - a. **Personal funds.**
    - Bank statements for the last 6 months. Bring originals and submit copy of originals.
    - Signed and notarized Affidavit of Cash. All deposits of \$10,000 or more made within 6 months must be explained by sworn statement.
  - b. **Commercial loans.**
    - Original commitment letter from bank. Must be dated less than 30 calendar days from date of closing.
  - c. **Private loans.**
    - Bank statements for the last 6 months. Bring originals and submit copy of originals.
    - Signed and notarized Affidavit of Lender regarding terms of loan(s).
    - Signed and notarized Affidavit of Cash. All deposits of \$10,000 or more made within 6 months must be explained by sworn statement.
    - Prints of noncommercial lender must be submitted prior to closing.

d. **Gifts.**

- Signed and notarized Affidavit of Donor (i.e., donor acknowledging transfer and that may have to pay gift taxes).
- Signed and notarized Affidavit of Donee (i.e., donee/buyer acknowledging that he/she may be liable for unpaid gift taxes of donor).

e. **Sales of property.**

- Signed copy of contract of sale.
- Signed and sealed copy of corporate resolution to mortgage or sell corporate property.
- Stock information if selling stock to pay for medallion (e.g., name of corporation, number of shares being sold, proceeds of sale, etc.).
- Partnership interest information if selling partnership to buy medallion (e.g., name of partnership, percentage interest being sold, proceeds of sale, etc.).

9. **Vehicle Affidavit a/k/a Hack Up Letter** (i.e., vehicle will be hacked up within 7 days after closing). Must be signed and notarized. Alternatively, submit copy of bill of sale, vehicle registration, title and FH1 (insurance) showing that a vehicle has been purchased.
10. **Fees.** Please bring a check or money order at closing for payment of licensing fee and transfer fee. If closing between June 1 - November 30, licensing fee is \$550.00 and transfer fee is \$160.00 (total of \$710). If closing between December 1 – May 31, licensing fee is \$275.00 and transfer fee is \$160.00 (total of \$435.00).
11. **NYC TCLT Transfer Tax Form.** Submit original, signed and notarized. Please bring certified check made payable to the City Collector for 5% of the sales price at closing. If the full amount of transfer tax is not being paid (e.g., gift, bargain sale or tax claimed to have been already paid), submit NYC DOF Waiver Letter and copy of documentation submitted to NYS DOF.
12. **Power of Attorney.** If applicable, provide a signed and notarized original, authorizing your agent to represent you at the closing.

**DOCUMENTS REQUIRED TO BE SUBMITTED OR ACTIONS REQUIRED TO BE TAKEN BY SELLER:**

1. **TLC Clearance of medallion(s) and hack license(s).** This is proof of payment of any and all outstanding TLC fines prior to closing. Please submit original. Must be dated less than 30 calendar days from date of closing.
2. **Storage Receipt.** Please provide copy for each medallion in storage.
3. **Tort Letters.** Please provide original tort letters (proof of insurance) for the lesser of (a) 6 years immediately prior to the date of sale or (b) for the period of seller's ownership.
4. **Affidavit of Seller Regarding Accidents.** Must be signed and notarized.
5. **DMV Form FS-6.** Please provide an FS-6 for EACH vehicle. Please bring originals and submit copy of originals.
6. **Judgments.** Submit proof of satisfaction of all outstanding judgments.
7. **Parking Violations Bureau Clearance.** Please provide original. Must be dated less than 30 calendar days from date of closing.
8. **Affidavit of Seller/Broker with respect to the filing of IRS Form 8300.** If \$10,000 or more will be received by the seller/broker, please submit signed and notarized Affidavit.
9. **NYC TCLT Transfer Tax Form.** This form must also be signed and notarized by the seller in addition to the buyer, even if no transfer tax is payable.
10. **Power of Attorney.** If applicable, provide a signed and notarized original, authorizing your agent to represent you at the closing.

Revised  
12/13/06



**NYC TAXI & LIMOUSINE COMMISSION**  
**40 Rector Street**  
**New York, New York 10006**  
**(212) 676-1135**

Closing Date: \_\_\_\_\_  
  
Closed by: \_\_\_\_\_

MEDALLION NUMBER(S):  
\_\_\_\_\_

**APPLICATION FOR TAXICAB OWNER'S LICENSE**

**IMPORTANT NOTICE**

False statements made herein constitute perjury and may constitute grounds for denial of this application and subject the person making same to criminal prosecution. Taxicab licenses are effective June 1 through May 31 except temporary, non-renewable licenses, which expire one (1) year from date of issue. This application must be accompanied by a certified check for the appropriate amount of transfer tax and a check or money order for the applicable license and medallion transfer fee.

**TYPE OF APPLICANT (Check One)**

- Corporation (submit original and copy of filing receipt, Certificate of Incorporation, TLC Form for Election of Officers)
- Individual (submit original and copy of hack license)
- Limited Liability Company (submit original and copy of filing receipt, Articles of Organization)
- Partnership (submit original and copy of Certificate of Partnership)

**A) To be completed by Individual or Partnership Applicants**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_

If partnership, provide name and mailing address of authorized person designated to receive correspondence.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**B) To be completed by Corporate Applicants, LLC Applicants, etc.**

Name: \_\_\_\_\_ EIN: \_\_\_\_\_ Tel: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Corporate Officers or LLC Managers (attach TLC Form for Election of Officers):**

Pres.: \_\_\_\_\_ Home address: \_\_\_\_\_

SSN: \_\_\_\_\_ Number of shares/membership interests: \_\_\_\_\_ Percentage ownership interest: \_\_\_\_\_ %

V.Pres.: \_\_\_\_\_ Home address: \_\_\_\_\_

SSN: \_\_\_\_\_ Number of shares/membership interests: \_\_\_\_\_ Percentage ownership interest: \_\_\_\_\_ %

Secty.: \_\_\_\_\_ Home address: \_\_\_\_\_

SSN: \_\_\_\_\_ Number of shares/membership interests: \_\_\_\_\_ Percentage ownership interest: \_\_\_\_\_ %

Treas.: \_\_\_\_\_ Home address: \_\_\_\_\_

SSN: \_\_\_\_\_ Number of shares/membership interests: \_\_\_\_\_ Percentage ownership interest: \_\_\_\_\_ %

**Shareholders or LLC Members:**

Name: \_\_\_\_\_ Home address: \_\_\_\_\_

SSN: \_\_\_\_\_ Number of shares/membership interests: \_\_\_\_\_ Percentage ownership interest: \_\_\_\_\_ %

Name: \_\_\_\_\_ Home address: \_\_\_\_\_

SSN: \_\_\_\_\_ Number of shares/membership interests: \_\_\_\_\_ Percentage ownership interest: \_\_\_\_\_ %

Name: \_\_\_\_\_ Home address: \_\_\_\_\_

SSN: \_\_\_\_\_ Number of shares/membership interests: \_\_\_\_\_ Percentage ownership interest: \_\_\_\_\_ %

**C) PROOF OF IDENTITY**

| Name | Date of Birth | Gov't issued photo ID? | Social Security Card? |
|------|---------------|------------------------|-----------------------|
|      |               |                        |                       |
|      |               |                        |                       |
|      |               |                        |                       |

**D) CRIMINAL RECORD: Has any person named in "A" or "B" above ever been convicted of a crime?**

Yes\_\_\_ No\_\_\_ If "Yes" complete below. If none, write "NONE".

| Name | Date of Conviction | Court & Location | Charge | Disposition |
|------|--------------------|------------------|--------|-------------|
|      |                    |                  |        |             |
|      |                    |                  |        |             |

**E) VEHICLES TO BE LICENSED (Submit bill of sale & registration for each vehicle)**

| Year | Make | VIN | Meter Make & Serial # | Plate # | Med # |
|------|------|-----|-----------------------|---------|-------|
|      |      |     |                       |         |       |
|      |      |     |                       |         |       |

1. Were the above listed vehicles included in the purchase of the medallion(s)? Yes [ ] No [ ]

2. Were the above listed meters included in the purchase of the medallion(s)? Yes [ ] No [ ]

3. Will the above listed vehicles be hacked up within seven (7) days of closing? Yes [ ] No [ ]

4. Will the above listed vehicles be operated by a management company? Yes [ ] No [ ] If "yes", provide name and address of company:

Management Company Name and License Number:

Management Company Address:

**F) LIABILITY INSURANCE INFORMATION (Submit Form FH-1)**

|                          | Med. # | Med. # | Med. # | Med. # |
|--------------------------|--------|--------|--------|--------|
| <b>Carrier:</b>          |        |        |        |        |
| <b>Address:</b>          |        |        |        |        |
| <b>Policy #:</b>         |        |        |        |        |
| <b>Coverage:</b>         |        |        |        |        |
| <b>Effective period:</b> |        |        |        |        |

**G) WORKERS COMPENSATION INFORMATION**

Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Policy #: \_\_\_\_\_

Effective period: \_\_\_\_\_

**(H) OTHER MEDALLION OWNERSHIP AND TLC LICENSES**

Is any person named in "A" or "B" above presently an officer of a taxicab corporation or own an interest in any taxicab entity? Yes [ ] No [ ]. If "Yes" complete information below (*attach additional sheets if necessary*).

| <u>Name of Individual</u> | <u>Med. Numbers</u> | <u>Corporate Name</u> | <u># of Shares or Interests</u> | <u>% owned</u> |
|---------------------------|---------------------|-----------------------|---------------------------------|----------------|
|                           |                     |                       |                                 |                |
|                           |                     |                       |                                 |                |
|                           |                     |                       |                                 |                |
|                           |                     |                       |                                 |                |

Has any person named in "A" or "B" above ever possessed a taxicab driver's license? Yes [ ] No [ ]. If "Yes" complete information below:

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Has any such person's license ever been revoked? Yes [ ] No [ ]. If "Yes" provide license number and date of license revocation.

License Number: \_\_\_\_\_ Date of Revocation: \_\_\_\_\_

License Number: \_\_\_\_\_ Date of Revocation: \_\_\_\_\_



**BUYER VERIFICATIONS**

**INDIVIDUAL OR PARTNERSHIP**

(All partners must sign)

\_\_\_\_\_,  
being duly sworn, depose(s) and say(s):  
That the partnership (he, she) has read the  
foregoing application and that the facts  
set forth herein are true and correct to  
the best of the partnership's (his, her) knowledge  
and belief; acknowledges receipt of a copy of  
the Owner's Rules and agrees to abide by the same.

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
PURCHASER

Sworn to before me  
this \_\_\_ day of \_\_\_ 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**CORPORATE OR LLC**

(An authorized officer/manager must sign)

\_\_\_\_\_,  
being duly sworn, deposes and says:  
That he (she) is the \_\_\_\_\_  
of \_\_\_\_\_, the  
corporation or LLC named in the  
within application and is authorized  
to make such application on behalf  
of the corporation or LLC; that the  
facts set forth herein are true and  
correct to the best of his (her)  
knowledge and belief; acknowledges  
receipt of a copy of the Owner's Rules  
and agrees to abide by the same.

\_\_\_\_\_  
Signature

Sworn to before me  
this \_\_\_ day of \_\_\_ 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Papers submitted by: \_\_\_\_\_  
(Name of individual submitting the application)

Broker, if any: \_\_\_\_\_  
(Name of Broker(s) submitting the application)

Phone number of Broker or Applicant: (     ) \_\_\_\_\_  
(Phone number)

**TO BE COMPLETED BY CORPORATE SELLER**

**CORPORATE RESOLUTION AUTHORIZING MEDALLION TRANSFER BY CORPORATE SELLER**

Minutes of a Special Meeting of the stockholders of \_\_\_\_\_  
 (“Seller Corporation) held at the office of the Seller Corporation at \_\_\_\_\_  
 \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Pursuant to a Notice of a Special Meeting mailed on \_\_\_\_\_  
 to all of the stockholders of the Seller Corporation, whose names and address are listed below:

| Name | Address | No. of Shares/% |
|------|---------|-----------------|
|      |         |                 |
|      |         |                 |
|      |         |                 |
|      |         |                 |

A meeting was held on the date first mentioned above for the purpose of authorizing the sale of medallion(s) and meter(s) owned by the corporation to \_\_\_\_\_.

Are taxicabs included in the sale? Yes [  ] No [  ]

The stockholders listed below were present at the meeting held on the above date:

| Name | Address | No. of Shares/% |
|------|---------|-----------------|
|      |         |                 |
|      |         |                 |
|      |         |                 |
|      |         |                 |

and voted upon the corporate sale resolution. Two-thirds (2/3) of the shareholders entitled to vote on the matter voted in favor of the medallion transfer. RESOLVED, that the corporation sell and transfer the medallion(s) and meter(s) listed below to \_\_\_\_\_ and that a Bill of Sale duly executed by the President and Secretary be delivered to the buyer listed above and that a copy of this resolution be entered into the record.

| Medallion(s) | Vehicle(s) | Year | Make | VIN | Meter Make & Serial # |
|--------------|------------|------|------|-----|-----------------------|
|              |            |      |      |     |                       |
|              |            |      |      |     |                       |
|              |            |      |      |     |                       |

Sale duly executed by the President and Secretary be delivered to the buyer listed above and that a copy of this resolution be entered into the record.

**CORPORATE SEAL**

\_\_\_\_\_  
**SECRETARY**

**TO BE COMPLETED BY ALL SELLERS – TLC LICENSE**

(i.e., shareholders of selling corporation, individual sellers, partners of selling partnership, members of selling LLC)

|              |                         |
|--------------|-------------------------|
| <b>Name:</b> | <b>TLC License No.:</b> |

**TO BE COMPLETED BY ALL SELLERS - BILL OF SALE**

BY THESE PRESENTS, the undersigned, in consideration of \$ \_\_\_\_\_, sells, transfers and delivers unto \_\_\_\_\_ the following:

| <b>Medallion(s)</b> | <b>Vehicle(s)</b> | <b>Year</b> | <b>Make</b> | <b>VIN</b> | <b>Meter Make &amp; Serial #</b> |
|---------------------|-------------------|-------------|-------------|------------|----------------------------------|
|                     |                   |             |             |            |                                  |
|                     |                   |             |             |            |                                  |
|                     |                   |             |             |            |                                  |

To have and hold forever, and does covenant and represent to the buyer and to the Taxi & Limousine Commission that he/she/it is the lawful owner and owner of record and has good right and title to sell same; that same are free from all encumbrances except for mortgages as listed below:

| <b>Mortgagee</b> | <b>Amount</b> |
|------------------|---------------|
|                  |               |
|                  |               |

That he/she/it will defend same against the lawful claims of all persons whomsoever; that said vehicles have not been involved in any accident that was not reported to Seller’s insurance carrier; That to the best of my/its knowledge there are no unsatisfied judgments against the Seller which have been filed within the City of New York.

|  | <b><u>SELLER #1:</u></b> | <b><u>SELLER #2:</u></b> |
|--|--------------------------|--------------------------|
| <b>Print Name of Seller</b>  |                          |                          |
| <b>Signature of authorized representative of Seller</b>            |                          |                          |
| <b>Print name and title of authorized representative of Seller</b> |                          |                          |

**TO BE COMPLETED BY ALL SELLERS – SELLER VERIFICATIONS**

| <b><u>INDIVIDUAL OR PARTNERSHIP OR LLC<br/>VERIFICATION</u></b>  | <b><u>CORPORATE VERIFICATION</u></b>  |
|--|---|
| <p>STATE OF _____<br/>COUNTY OF _____</p> <p>On the ___ day of _____, 20___,<br/>before me personally appeared _____<br/>_____ known<br/>to me to be the individual(s) described in and who executed<br/>the foregoing instrument and duly acknowledged that<br/>he/she/it executed same; and having been duly sworn, did<br/>swear that the facts set forth herein are true and correct.</p> <p>_____<br/>Notary Public</p> | <p>STATE OF _____<br/>COUNTY OF _____</p> <p>On the ___ day of _____, 20___,<br/>before me personally appeared _____<br/>_____ known<br/>to me to be the President and Secretary of the corporation<br/>described in and who executed the foregoing instrument;<br/>that such individual knows the seal of said corporation; that<br/>the seal affixed hereto is such corporate seal; that the seal<br/>affixed hereto was affixed by order of the Board of<br/>Directors of said corporation and that such individual is<br/>executing this instrument in a representative capacity<br/>pursuant to an order of the Board of Directors; and that the<br/>facts set forth herein are true and correct.</p> <p>_____<br/>Notary Public</p> |

**TO BE COMPLETED AT CLOSING:  
TO BE SIGNED BY SELLER(S) IN PRESENCE OF CLOSING EXAMINER**

Seller(s) affirm(s) the aforementioned sale.

|  | <b><u>SELLER #1:</u></b> | <b><u>SELLER #2:</u></b> |
|--|--------------------------|--------------------------|
| <b>Print Name of Seller</b>  |                          |                          |
| <b>Signature of authorized<br/>representative of Seller</b>                |                          |                          |
| <b>Print name and title of<br/>authorized representative of<br/>Seller</b> |                          |                          |
| <b>Date</b>  |                          |                          |