



LIVERY BASE STATION OWNERSHIP CHANGE CHECKLIST

Please email at: Businessunit@tlc.nyc.gov to schedule an appointment to submit your application and supporting documents. Completed application, required documentation and fees can be submitted in person at: 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: www.nyc.gov/tlc, or contact our Call Center at 718-391-5501. Please ensure all of following items are submitted together. If your ownership change application is not complete upon submission, it will not be accepted. If you need further clarification on the below items, please refer to the "Instructions for Filing an Application for Ownership Change Base License".

Application to Change Status of a Livery Base – Completely filled out and signed.	<input type="checkbox"/>
Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau – (i.e., unpaid tickets)	<input type="checkbox"/>
Application Fee of \$500 – Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: NYC Taxi & Limousine Commission .	<input type="checkbox"/>
Lease or statement by a landlord to lease office space <u>with a start and expiration date</u> . Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
Seventy-five dollar (\$75) – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: NYC Taxi & Limousine Commission . <u>Please note</u> : Any individual that holds 10% or more of the shares OR a title (e.g. President, Vice President, Secretary, Treasurer, or Member) must be fingerprinted.	<input type="checkbox"/>
Two forms of identification for each person listed on the application – A valid government issued identification and a social security card.	<input type="checkbox"/>
Bill of Sale - Please note: If applicable, The Bill of Sale needs to include how many shares were transferred, as well as signature of seller.	<input type="checkbox"/>
Statements and business records - To disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. <u>You may</u> bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
If seller is a sole proprietor or a partnership, you must produce a Discontinuation of Business from the County Clerk's Office.	<input type="checkbox"/>
Copy of resumes of all individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating their ability to manage a base station.	<input type="checkbox"/>
Vehicle registration and driver licenses of the partners, officers, principals and stockholders.	<input type="checkbox"/>
Comprehensive Operating Plan (COP) - There is an additional hand-out which details what must be provided. Please adhere to the format on the hand-out.	<input type="checkbox"/>
Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand) - Must provide either a signed contract with provider – including <u>start and expiration date</u> of contract -- or proof of ownership of vehicle that can provide accessible service.	<input type="checkbox"/>
Proof of "Active" Status with the N.Y. Department of State - You may verify your status via the NYS Department of State website at http://www.dos.state.ny.us/ . Please attach a copy of the <u>on screen</u> print-out.	<input type="checkbox"/>
Certificate of Workers' Compensation Insurance - Bases are required to provide documentation reflecting Workers' Compensation Insurance Coverage or exemption from providing this coverage.	<input type="checkbox"/>
Proof of Status of Business Status - If a <u>corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If a <u>partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	<input type="checkbox"/>
\$5,000 Surety Bond - for the benefit of the City of New York (note -- you MUST bring in the original; a copy will not be accepted), signed by the new owner.	<input type="checkbox"/>
Updated contracts for Off Street Parking (OSP)	<input type="checkbox"/>
Dispatch App Disclosure - If you use an app (ie. An iOS/Andriod app or web page) to dispatch, you will be required to disclose information on that app. (Please see disclosure page attached to the application forms.)	<input type="checkbox"/>
Privacy and Security Policies (if collecting passenger identifying, geolocation, or credit card information)	<input type="checkbox"/>