

**Note:** New York City businesses must comply with all relevant federal, state, and City laws and rules. All laws and rules of the City of New York, including the Consumer Protection Law and Rules, are available through the Public Access Portal, which businesses can access by visiting [www.nyc.gov/consumers](http://www.nyc.gov/consumers). For convenience, sections of the New York City Licensing Law (and Rules, if enacted) are included as a handout in this packet. The Law (and Rules) are current as of January 2009.

Please note that businesses are responsible for knowing and complying with the most current laws, including any City Council amendments. The Department of Consumer Affairs (DCA) is not responsible for errors or omissions in the handout provided in this packet. The information is not legal advice. You can only obtain legal advice from a lawyer.

**NEW YORK CITY ADMINISTRATIVE CODE**  
**TITLE 20: CONSUMER AFFAIRS**  
**CHAPTER 2: LICENSES**  
**SUBCHAPTER 32: BOOTING OF MOTOR VEHICLES**

§ 20-531 License required; definitions.

a. 1. No person shall engage in booting without having first obtained a license therefor pursuant to this subchapter.

2. Notwithstanding the provisions of paragraph one of this subdivision, an individual shall not require a license issued pursuant to this subchapter where such individual is an employee of and is authorized or directed to engage in booting by a person required to be licensed by this subchapter.

b. For the purposes of this subchapter, the following terms shall have the following meanings:

1. "Boot" or "booting" shall mean the act of placing on a parked motor vehicle a mechanical device that is designed to be attached to the wheel or tire or other part of such vehicle so as to prohibit its usual manner of movement;

2. "Person" shall mean any individual, partnership, corporation, association, firm or other business entity; and

3. "Private parking lot" shall mean any area of private property near or contiguous to premises having one or more stores or business establishments which is used for the parking of motor vehicles of customers or patrons or any one who frequents such stores and business establishments, but shall be limited to such areas as are provided to the public without charge.

c. No licensee shall boot, permit or authorize booting in violation of the provisions of this subchapter or section 19-169.2 of this code or any rule promulgated pursuant to this subchapter or section 19-169.2 of this code.

d. A licensee shall be liable for any violation by such licensee's employees or agents of this subchapter, section 19-169.2 of this code or any rule promulgated pursuant to this subchapter or section 19-169.2 of

this code.

§ 20-532 Application; fingerprinting; fee; term. a. An application for any license required under this subchapter or for any renewal thereof shall be made to the commissioner in such form and manner as the commissioner shall prescribe by rule. An applicant for any such license shall be fingerprinted by the department for the purpose of securing criminal history records from the state division of criminal justice services and shall pay a processing fee as required by the state division of criminal justice services. Where the applicant is a sole proprietorship, fingerprints shall be taken of the owner thereof; where the applicant is a partnership, fingerprints shall be taken of the general partners thereof; where the applicant is a corporation, association, firm or other business, fingerprints shall be taken of the officers, principals, directors, and stockholders of more than ten percent of the outstanding stock. Any person required to be fingerprinted hereunder shall furnish to the department three current passport size photographs of such persons. Notwithstanding the foregoing, the commissioner need not require applicants for licenses required under this subchapter to be fingerprinted if criminal history records concerning such applicants are not available from the state division of criminal justice services.

b. There shall be a biennial fee for a license pursuant to this subchapter which shall be three hundred and forty dollars.

c. All licenses issued pursuant to this subchapter shall expire on December thirty-first, in odd-numbered years, unless sooner suspended or revoked.

d. The commissioner may refuse to issue any license required under this subchapter if such applicant or any employee or agent of such applicant has engaged in conduct which would constitute a basis for license suspension or revocation under this title.

§ 20-532.1 Bond required. As a condition of the issuance of a license to engage in booting, each applicant for such license or a renewal thereof shall furnish to the commissioner a surety bond in the sum of five thousand dollars, payable to the city of New York, executed by the applicant and a surety approved by the commissioner. Such bond shall be conditioned upon the applicant's compliance with the provisions of this subchapter, section 19-169.2 of this code or subchapter one of chapter five of this title and any rules promulgated thereunder, and upon the further condition that the applicant will pay to the city any fine, penalty or other obligation relating to a violation of this subchapter, section 19-169.2 of this code or subchapter one of chapter five of this title and any rules promulgated thereunder, within thirty days of its

imposition, or any final judgment recovered by any person whose motor vehicle was booted by the applicant and was damaged thereby. The commissioner may in his or her discretion, after a public hearing upon five days notice published in the City Record, increase the amount of the surety bond required by this section to an amount not to exceed twenty-five thousand dollars. The commissioner may by rule authorize an applicant, in lieu of furnishing a bond, to satisfy the requirements of this section by depositing cash in an amount equal to the amount of the surety bond required by this section or by rule of the commissioner.

§ 20-533. Suspension, revocation and renewal of licenses. After due notice and opportunity to be heard, the commissioner may suspend, revoke or refuse to renew any license required by this subchapter upon a determination that the licensee or any employee or agent of such licensee has violated any provision of this subchapter, section 19-169.2 of this code or any rule promulgated pursuant to this subchapter or section 19-169.2 of this code.

§ 20-534 Records. Every person licensed to engage in booting shall maintain books, records, ledgers, receipts, bills and such other written records as the commissioner may prescribe by rule. Such records shall be made available for inspection by the commissioner at his or her request at either the licensee's place of business or at the offices of the department.

§ 20-535 Charges and release of vehicles. a. The charge to release a motor vehicle that has been booted on a private parking lot shall be no more than twenty-five dollars. Notwithstanding the provisions of any other law, where a motor vehicle has been booted on a private parking lot and subsequently towed from such parking lot, no additional charge may be imposed for the towing of such vehicle.

b. Any person who has booted a motor vehicle shall release such vehicle within thirty minutes of receiving a request for such vehicle's release; provided, however, that payment of any charge for booting is made at or prior to the time of such vehicle's release.

c. The owner or person in control of a vehicle which has been booted by a licensee or such licensee's employee or agent shall be permitted to pay any charge for booting at the location where such vehicle was booted and the licensee, or other person authorized to accept payment, shall accept such payment, in person by credit card in accordance with generally accepted business practices.

§ 20-536 Enforcement and penalties. Authorized employees of the department, or the department of transportation, or any police officer, shall have the power to enforce any provision of this subchapter or any rule promulgated pursuant thereto. Any person who violates any provision of this subchapter or any rule promulgated pursuant thereto shall be liable for a civil penalty of not less than five hundred nor more than one thousand dollars.

§ 20-537 Rules. The commissioner shall promulgate such rules as the commissioner deems necessary to effectuate the provisions of this subchapter.

§ 20-538 Applicability. The provisions of this subchapter shall not apply to the booting of a motor vehicle by:

- a. The city, any other governmental entity, or a person acting under the direction of the city or such governmental entity, when such booting is authorized by any other provision of law or any rule or regulation promulgated pursuant thereto; or
- b. Any person who has a lien pursuant to section 184 of the lien law and who detains such motor vehicle in his or her lawful possession.

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**RULES OF THE CITY OF NEW YORK  
TITLE 6: DEPARTMENT OF CONSUMER AFFAIRS  
CHAPTER 2: LICENSES  
SUBCHAPTER FF: BOOTING OF MOTOR VEHICLES**

**§2-400 Definitions.**

(a) Terms used in this subchapter shall have the meanings specified in §19-169.2(a) and §20-531(b) of the New York City Administrative Code.

(b) Whenever used in this subchapter, the term "licensee" shall mean a person licensed pursuant to subchapter 32 of Chapter 2 of Title 20 of the New York City Administrative Code.

**§2-401 Required Signs on Property.**

(a) (1) The signs required to be posted on private parking lots pursuant to paragraph one of subdivision c of §19-169.2 of the New York City Administrative Code shall read substantially as follows (with the designated information to be inserted at the indicated spaces):

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WARNING! (in red letters at least five inches high).

PRIVATE PARKING LOT (in letters at least two and one half inches high).

(The following text shall be in letters at least two inches high.)

PARKING PERMITTED ;fbinsert if applicable FROM TO ;rb FOR  
(insert exact conditions under which parking is allowed\*).

VEHICLES ARE SUBJECT TO BOOTING ;fbinsert if applicable  
FROM TO ;rb (insert exact conditions under which vehicles are subject  
to booting\*\*).

\$ (insert applicable lawful fee) FEE TO UNBOOT VEHICLE.

(The following text shall be at least three-fourths of an inch high.)

Booting performed by: (insert name of licensee).

(Insert licensee's business address.)

Consumer Affairs License Number: (insert licensee's license number).

Call: (insert business phone number to unboot vehicle) to unboot vehicle (or ;fbif applicable identify on site location where person can go to request the unbooting of the vehicle;rb).

DCA Complaint Number: (insert current telephone number).

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\* A statement that "Parking permitted for patrons only" or substantially similar statement shall be used to describe the condition that parking is permitted only while vehicle occupant is patronizing stores or business establishments contiguous to or near such lot.

\*\* A statement that "Vehicles are subject to booting if their occupants leave the private parking lot or the stores or business establishments served by it for any reason or for any length of time" or substantially similar statement shall be used to describe the condition that vehicles are subject to booting if occupants leave the private parking lot or stores or business establishments contiguous to or near such lot for any reason or for any length of time.

(2) The business telephone number posted on the sign described in paragraph one of this subdivision shall be the telephone number that a person can call to request the release of the booted vehicle within 30 minutes from the time the request is made. Such business telephone number shall be within one of the telephone area codes assigned to telephones within the City of New York.

(b) (1) The signs required to be posted at the place where a private street intersects a public street pursuant to subparagraph (i) of paragraph two of subdivision c of §19-169.2 of the New York City Administrative Code shall read substantially as follows (with the designated information to be inserted at the indicated spaces):

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WARNING! (in red letters at least five inches high).

ENTERING PRIVATE STREET (in red letters or in such color as the following text and at least two and one half inches high).

(The following text shall be in letters at least one inch high.)

PARKING PERMITTED ;fbinsert if applicable FROM TO ;rb FOR  
(insert exact conditions under which parking is allowed\*).

VEHICLES ARE SUBJECT TO BOOTING ;finsert if applicable  
FROM TO ;rb (insert exact conditions under which vehicles are subject  
to booting\*\*).

\$ (insert applicable fee) FEE TO UNBOOT VEHICLE.

(The following text shall be at least three-fourths of an inch high.)

Booting performed by: (insert name of licensee).

(Insert licensee's business address.)

Consumer Affairs License Number: (insert licensee's license number).

Call: (insert business phone number to unboot vehicle) to unboot vehicle (or  
;fbif applicable identify on site location where person can go to request the  
unbooting of the vehicle;rb).

DCA Complaint Number: (insert current telephone number).

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\* A statement that "Parking permitted only with written authorization" or substantially similar statement shall be used to describe the condition that persons must obtain written permission to park vehicles on such private street.

\*\* A statement that "Vehicles are subject to booting if required written private parking authorization is not displayed on dashboard" or substantially similar statement shall be used to describe the condition that vehicles are subject to booting if the required written authorization is not properly displayed.

(2) The business telephone number posted on the sign described in paragraph one of this subdivision shall be the telephone number that a person can call to request the release of the booted vehicle within 30 minutes from the time request is made. Such business telephone number shall be within one of the telephone area codes assigned to telephones within the City of New York.

(c) The background color for the signs specified in subdivisions a and b of this section shall be white, and the text for such signs shall be composed of capital block letters in a color that is sharply distinct from the red color used for the word "warning" as required in such subdivisions, from the red color used for the words "entering private streets" as authorized by subdivision b of this section and from the solid white background of such sign. The text and the background color shall be treated with a luminescent coating which shall make such text and such signs clearly visible twenty-four hours a day.

(d) The signs containing the information specified in subdivision a of this section shall be placed in the following locations at or adjacent to a private parking lot where vehicles are booted:

(1) At each entry for vehicles from the street to such lot positioned so that the information on the sign is clearly and conspicuously visible to the driver as he or she drives the vehicle onto such lot.

(2) At the outside perimeter of the such lot and spaced so that signs are posted not more than 100 feet apart at the perimeter line of the lot, except that if a side along the perimeter is less than 100 feet, such sign may be posted at the mid-point of such side. The top of each sign posted pursuant to this paragraph shall be not more than 8 feet nor less than 6 feet above the ground. Such sign shall be faced so that the required information is clearly and conspicuously visible to a person from the lot where vehicles are parked. The requirement for posting signs along the perimeter of a lot does not apply to a lot side where signs are posted as required pursuant to paragraph 3 of this subdivision and where pedestrian access to the lot is limited to the locations where such signs are posted.

(3) At each pedestrian exit from such lot to the adjacent street or sidewalk and at each point of pedestrian access from such lot to each store or business establishment that is contiguous to or near such lot, except that if the distance between entrances to adjacent stores or business establishments is 50 feet or less, such sign may be posted midway between the two adjacent entrances. The top of each sign posted pursuant to this paragraph shall be not more than 8 feet nor less than 6 feet above the ground. Such sign shall be faced so the required information is clearly and conspicuously visible to anyone entering the store or business establishment from such lot.

#### **§2-402 Form and Content of Vehicle Window Sticker.**

(a) The sticker required by subdivision e of §19-169.2 of the New York City Administrative Code shall include the following information in the order listed below and shall be printed in at least 12 point bold face type unless otherwise specified:

(1) The word "WARNING!" in capital letters in at least 14 point bold face type followed by the statement that: "This vehicle was booted because it was parked in violation of the rules that are posted on this property. Any attempt to move this vehicle without removing the boot may seriously damage the vehicle."

(2) A statement reading as follows "Vehicle was booted by: (Insert licensee's name and business address). The business is licensed by the NYC Department of Consumer Affairs, license number: (Insert lic. no.). The DCA complaint number is: (Insert DCA phone number)."

(3) A statement reading as follows: "To request the release of vehicle, call: (insert business phone number to call to obtain release of vehicle within the time provided by law) (;fbor see licensee's representative on these premises;rb (identify where representative can be found)."

(4) A statement reading as follows: "The vehicle must be released within 30 minutes after you contact the booting company and upon payment of the posted booting fee."

(5) A statement reading as follows: "Vehicle was booted on:" (legibly print the time to the nearest minute and the date).

(6) A statement reading as follows: "The number of the booting receipt you will get upon payment of the booting charge is: (insert number of receipt)."

(b) The printed text of the information required by subdivision a of this section shall be in a color that is sharply distinct from the solid background color of the sticker. The printed text shall be treated with a florescent coating which shall make the text clearly noticeable.

(c) The information to be filled out on such window sticker pursuant to paragraphs five and six of subdivision a of this section at the time the vehicle is booted shall be legibly written with indelible ink in a color that contrasts sharply with the sticker's background color.

(d) Upon payment of the booting fee, the licensee shall remove the window sticker at no extra charge.

#### **§2-403 Acceptable Business Practices for Payment by Credit Cards.**

(a) A licensee shall make arrangements to accept payment in person by credit cards at least two of which shall be general purpose cards that are issued by two separate issuers, each of whom is a member of a different national credit card interchange system such as VISA or MasterCard.

(b) Every licensee shall make arrangements to enable such licensee or other person authorized to accept payment to complete a credit card transaction for accepting payment by credit card at the location of the booted vehicle. Such licensee or other person authorized to accept payment shall include on a charge account form only such information as is required to complete the credit card transaction pursuant to the rules of the credit card interchange system to which the card issuer belongs.

(c) A licensee or other person authorized to accept payment can only refuse to accept payment by credit card if the transaction is not approved in accordance with the approval procedures of the credit card interchange system for the credit card offered by the owner or other person in charge of the booted vehicle.

#### **§2-404 Applications for License to Engage in Booting.**

(a) Every applicant for a license required under subchapter 32 of Chapter 2 of Title 20 of the New York City Administrative Code or for any renewal thereof who is required to be fingerprinted as provided in §20-532 of such Code shall appear at the Department and have his or her fingerprints taken, recorded, filed with and made part of such application. Any person required to be fingerprinted pursuant to such section shall legibly print his or her name in indelible ink on the back of the three passport-sized photographs submitted to the Department with the license application.

(b) Where the applicant for a license to engage in booting or any renewal thereof is a corporation, partnership, association, firm or other business, such applicant shall list on his or her application for such license or such renewal the names, addresses and telephone numbers of each officer, director, principal, stockholder owning more than ten percent of the outstanding stock, or of each partner.

(c) If an applicant for a license or any renewal thereof conducts business under a trade name or the applicant is a partnership, the application for a license or renewal thereof must be accompanied by a copy of the trade name or partnership certificate duly certified by the clerk of the county in whose office said certificate is filed. If the applicant

is a corporation, a copy of the filing receipt or certificate of incorporation filed with and stamped by the New York State Secretary of State must be submitted, along with a Certificate of Assumed Name or the filing receipt therefor, if an assumed name is used.

(d) An applicant for a license or a renewal thereof shall furnish in the application the address where the licensee does business and maintains the records it is required to keep and where the records shall be available for inspection by Department personnel during normal business hours. A licensee shall notify the Department of any prospective change of address at least 15 days prior thereto.

#### **§2-405 Changes in Officers and Directors and Transfer of Corporate Stock of Corporate Licensees.**

The Commissioner shall be notified of a prospective change in the officers or directors of a corporate licensee, or of any prospective transfer of the capital stock of such corporation, at least 10 days before such change or transfer is made.

#### **§2-406 Display of License.**

A licensee shall conspicuously post its license at the place of business identified on the signs required by §2-401 of this subchapter.

#### **§2-407 Identification Badge.**

(a) A licensee shall issue a laminated, tamper-proof identification badge to each individual who is an employee of the licensee and who is authorized by the licensee to engage in booting, and to each person who is authorized to accept payment for releasing vehicles booted by such licensee or such licensee's employees.

(b) Such identification badges shall be made from forms to be furnished by the Department. There shall be affixed to such badge a current two and one-half inch square or oval photograph of the individual to whom it is issued. The name of such individual and a sequentially issued, non-duplicative identification number shall be printed in capital letters in 24 point bold face type on such form. The licensee's business name also shall be printed on such form in capital letters and its license number shall be printed on such form in numerals in at least 12 point bold face type.

(c) Such identification badge shall be displayed by the individual to whom it is issued upon request.

(d) A licensee shall maintain an updated record of all identification badges issued. The record shall be maintained in the chronological order that the identification numbers for the badges have been assigned and shall include the identification number, the name of the individual to whom it was issued, the date on which the individual was first employed or authorized to accept payment for the release of booted vehicles, the date the badge was issued, the date on which the individual was last employed or authorized to accept payment for the release of booted vehicles, and the date on which the badge was returned by such individual.

## §2-408 Licensee's Duty to Keep Records.

(a) A licensee shall maintain the following complete, accurate, and legible records and receipts to substantiate that vehicles are booted in compliance with the requirements of §19-169.2 of the New York City Administrative Code, the requirements of subchapter 32, Chapter 2 of Title 20 of the New York City Administrative Code and the requirements of these rules. Corrections in records or receipts shall be made only by drawing a single straight line through the inaccurate entry and clearly printing the accurate information directly above the inaccurate entry. A licensee shall not use any other method of correction, including, but not limited to, erasing, opaquing, obliterating or redacting.

(b) A licensee shall maintain a "time of first sighting log" for each property where the parking rules provide for the booting of vehicles parked for longer than a specified time period. Such a log shall be kept in the following form and manner and contain the information indicated below:

(1) The log for each such property shall be identified on the first page by the address of the property to which the entries pertain and the name of the owner of the property and shall be kept chronologically in a permanently bound, paginated volume with lined pages. The entries for each day shall start on a new page which shall include the following notation on the line immediately preceding the first entry: "Start of first sighting log entries for (insert date)."

(2) The log shall note the exact time, accurate to the nearest minute, when a vehicle was first observed on the property, the vehicle's license plate number, and the exact time, accurate to the nearest minute, when the vehicle was observed parked beyond the time period allowed according to the posted parking rules. The initial entry about each such vehicle shall be made in the log contemporaneously with the first sighting of the vehicle by the licensee or his or her employee or agent.

(3) The following notation shall be written in the line immediately after the last entry for each day: "End of entries for (insert date)."

(4) The log shall be maintained and be available for inspection on the property to which the entries pertain at all times when vehicles parked on the property are subject to booting; otherwise the log shall be kept and be available for inspection subject to the provisions of §20-534 of the New York City Administrative Code.

(d) Each licensee shall issue to the owner or other person in charge of a booted vehicle a receipt that contains the information required by the following paragraphs in the form and manner described below and shall retain an identical copy of each such receipt in its records:

(1) The booting receipt shall be a printed form that includes such captions and blank spaces as are appropriate to insert the information to be furnished concerning the booting of a vehicle. Unless specifically provided otherwise, the printed text shall be in no less than 10-point type in a color that is sharply set off from the background color of the document. The information to be inserted on the form shall be legibly hand printed on the original page with indelible ink that is sharply set off from the background color of the document. The original and all duplicate pages of each receipt form shall contain the following information and text in the order listed below:

(i) the words "BOOTING RECEIPT" at the top of the page in 12-point bold face type;

(ii) a receipt identification number, which shall be issued in sequence, shall be non-duplicative and shall be imprinted on the original page and all duplicate pages of each such receipt;

(iii) the name, business address, business telephone number and license number of the licensee who booted or who authorized or directed an employee to boot the vehicle;

(iv) the address of the property where the vehicle was booted and a description of the location of the vehicle on such property;

(v) the vehicle license plate number, the vehicle identification number, the make and color of the vehicle;

(vi) the words "THE VEHICLE WAS BOOTED BECAUSE:" in 12-point bold face type followed by a full and accurate description of the facts that substantiate the failure to comply with the parking rules posted on the property pursuant to §2-401 of this subchapter; if the failure to comply involves parking longer than the time period permitted pursuant to the posted parking rules, the description shall include the exact time, accurate to the nearest minute, when the parked vehicle was first observed and when it was observed to be parked beyond the posted, specified time period;

(vii) the date and the exact time, accurate to the nearest minute, when the vehicle was booted;

(viii) the amount of the charge for removing the boot, followed by the Statement identifying the credit cards that may be used for payment;

(ix) the amount paid for the booting charge, the method of payment, the date and the time, accurate to the nearest minute, when the booting charge was paid and when the boot was removed from the vehicle;

(x) the name, identification badge number and initials of the employee who attached and/or who removed the boot, and the name, identification badge number and signature of the authorized individual who accepted payment for the booting charge, unless and if such vehicle is booted and/or such payment for the booting charge is accepted by the licensee himself or herself, in which case such receipt shall indicate the licensee's personal name and initials;

(xi) the words "IMPORTANT NOTICE TO OPERATOR OF BOOTED VEHICLE:" followed by the statement set forth herein: "THE CHARGE FOR BOOTING AND/OR TOWING THE VEHICLE CANNOT BE MORE THAN THE AMOUNT SHOWN ON THE SIGNS POSTED ON THIS PROPERTY. A CAR CAN BE BOOTED AND A CHARGE IMPOSED ONLY IF THE VEHICLE WAS PARKED IN VIOLATION OF THE POSTED PARKING RULES. A BOOTING LICENSEE MUST STATE IN THIS NOTICE THE FACTS THAT SUBSTANTIATE HOW THE POSTED PARKING RULES WERE VIOLATED. SEE THE BACK OF THIS FORM FOR MORE INFORMATION ABOUT YOUR RIGHTS."

(xii) the name of the owner or lessee of the property on which the vehicle was booted and the address and telephone number where such owner can be reached during normal business hours;

(xiii) the name and address of the Department, which is to be identified as the licensing agency, and the telephone number where booting complaints can be filed with the Department.

(2) The booting receipt to be furnished to the owner or person in control of the vehicle also shall have printed thereon the following statement in 10 point type in a color that sharply sets the text off from the background color of the page:

**"NOTICE OF RIGHTS:**

"You are entitled to ask for a hearing before the Department of Consumer Affairs if you dispute the justification you were given or the amount you were charged for the booting of your vehicle, or for other violations of law or the rules governing booting.

"No release or waiver of any kind purporting to limit or avoid liability for damages to a vehicle that has been booted shall be valid.

"If you dispute the accuracy of any claims made by the licensee's employee or the person authorized to accept payment, or the owner of the property on which your vehicle was booted, obtain as much information or names of witnesses that can verify your claims."

(3) Each booting receipt shall consist of an original page and at least one clearly legible duplicate page. All completed duplicate pages shall be identical copies of the original page.

(4) The licensee or the employee who is authorized or directed to boot a vehicle shall enter the number of the receipt to be provided upon release of the vehicle on the window sticker attached to such vehicle.

(e) Each licensee shall maintain a daily "booting removal request" log which shall be kept in the following form and manner and contain the information indicated below:

(1) The log shall be a permanently bound, paginated volume with lined pages, and entries thereto shall be made chronologically. Such entries shall be made contemporaneously with the request made for the release of the vehicle. The entries for each day shall start on a new page which shall include the following notation on the line immediately preceding the first entry: "Start of booting removal request log entries for: (insert date)."

(2) The entry for each request to remove a boot shall indicate the exact time, accurate to the nearest minute, that a person called or appeared at the office of the licensee or at a designated place on the property where the vehicle was booted to request removal of the boot, the name of the person who called or appeared to request removal, the name of the person who received such request for removal, the booting receipt identification number, the location where the vehicle was booted, the license plate number and the vehicle identification number for the vehicle if and as it was furnished by the person who called or appeared to request removal, and the exact time, accurate to the nearest minute, when the licensee or his or her employee was dispatched to remove the boot.

(3) The following notation shall be written in the line immediately after the last entry for each day: "End of entries for (insert date)."

**§2-409 Duty to Give Notice of Booting Fees and Sites Where Vehicles are Booted.**

(a) Every applicant for a license issued pursuant to subchapter 32 of Chapter 2 of Title 20 of the New York City Administrative Code or for a renewal thereof shall file with such application or application for renewal:

(1) A schedule showing the fee charged for vehicles such applicant or licensee boots on private streets as such fee is stated on the signs required to be posted pursuant to subparagraph (i) of paragraph 2 of subdivision c of §19-169.2 of the New York City Administrative Code; and

(2) A list of properties where such applicant or licensee engages in the booting of vehicles. Such list shall include the address of the property where such applicant or licensee boots vehicles and the name and address of the owner of such property.

(b) A licensee shall notify the commissioner of any change in the information required to be filed pursuant to subdivision a of this section within 30 days of such change.