CONDITIONAL SALE / LEASE TO OWN GUIDELINES

This document explains how to apply for a new for-hire vehicle license with NYC TLC, under the conditional sale / lease to own exception to the FHV license pause.

Note: Please submit clear and legible documents.

Guidelines for Submission

The Applicant:
- The applicant must possess a TLC Driver License.
- The name on the TLC Driver License must correspond with the TLC License number on the FHV trip records when verified by TLC.
- The applicant’s name, the name of the lessee / purchaser of the vehicle, and the name on the TLC Driver License must be the same.

Terms of the Lease:
- The lease start date must be noted in the lease agreement and cannot be dated after August 14, 2018.
- The Vehicle Identification Number (VIN) of the vehicle must be specified in the text of the lease.
  - The VIN in the lease must match the VIN in the FHV trip records when verified by TLC.
- The terms of the lease must specify the option for the lessee to purchase the vehicle.
- The lease term must not be for a period less than two (2) years.
- Each page of the lease must have the lessee’s and lessor’s initials or signature and be dated if required.

Proof of Vehicle Ownership:
- The applicant must submit a copy of the front and back of the vehicle title, which must correspond to the vehicle in the lease agreement.
- If the back of the title is completed, it must contain dates and both the buyer’s and seller’s signature.
- The vehicle owner’s name specified on the vehicle title must be the name of the applicant that currently possesses the TLC Driver License.

Lease to Own Application Process

Step 1: You must email copies of the TLC Driver License, the lease (or proof of lease document), the vehicle title, and a completed new vehicle application to the TLC at TLCFHVconditional@tlc.nyc.gov.

Step 2: We (TLC) will review your documents and research trip records.

Step 3: If all lease to own requirements are met, you will receive an email with instructions on how to pay your new application fee on LARS and how to upload your insurance (FH-1) on TLC UP.

Step 4: When your application is complete, you will receive an email with a NYS DMV plate letter. Take your plate letter / email to a NYS DMV office within five boroughs to receive your "TC" (TLC) for-hire plates and registration.

Step 5: Notify us of the new TC plates you received at the DMV by submitting the Plate Notification Form found on TLC UP.

Step 6: You will receive a vehicle inspection appointment date from us via email. You can also find this appointment date by logging onto TLC UP. Bring your vehicle to your scheduled appointment. Visit Vehicle Inspections to find the For-Hire Vehicle inspection requirements.

Step 7: Your vehicle license will be activated within 24 – 48 hours after your vehicle passes the inspection. Check the “Active Vehicle” Open Data list on the TLC website at nyc.gov/tlcopendata.