

## **Conditional Sales/Lease to Own Guidelines**

Below are the general guidelines for applicants applying for new for-hire vehicle license applications with the NYC Taxi and Limousine Commission (TLC) under the conditional/lease to own provisions of local law. All documents submitted must be clear and legible.

### **Applicant**

The applicant must possess a TLC driver's license at the time of application.

Name on TLC driver's license must correspond with the license # on FHV trip records when verified by TLC.

The applicant name, name of the lessee and purchaser of the vehicle must all be the same as the name on the TLC driver's license.

When the applicant is a corporation, corporate meeting minutes denoting officers must be submitted in order to identify who will sign the lease agreement on behalf of the corporation and which corporate officer possesses the TLC driver license.

### **Terms of the Lease**

The effective date (start/commencement date) of the lease must be noted in the text of the agreement and cannot be after August 14, 2018.

The Vehicle Identification number (VIN) of the vehicle must be specified in the text of the agreement.

The terms of the lease must include an option for the lessee to purchase the vehicle.

The terms of the lease must indicate that the time period of the lease is no less than 2 years.

Each page of the lease agreement must have lessee and lessor initials or signatures and dated if required.

The VIN in the lease agreement must correspond with the VIN on the FHV trip record when verified by TLC.

### **Proof of Vehicle Ownership**

The applicant must provide a copy of both the front and back of the title for the vehicle specified in the lease agreement to be licensed.

If the back of the Title is completed, dates and signatures of both the seller and buyer must be indicated.

The vehicle owner name specified on the vehicle title must be the name of the **applicant** that currently possesses the TLC driver's license.

## **How to Apply for a (Conditional) Lease to Own Vehicle License**

**Step 1-** Go to your base and have them submit a digital base affirmation via TLC Up ([www.nyc.gov/tlcup](http://www.nyc.gov/tlcup)) in TLC Up.

**Step 2-** Once the digital base affirmation is submitted you will receive an email with an SRS#; Reply to the email with required documents for a faster review. Documents may also be submitted directly to [TLCFHVCONDITIONAL@TLC.NYC.GOV](mailto:TLCFHVCONDITIONAL@TLC.NYC.GOV) which could take up to 10 business days to review and process.

**Step 3-** Once your documents are approved, you will receive two emails:

**Email #1** - Approval email with the vehicle application attached. This application must be completed and submitted in-person during your appointment.

**Email #2** – Appointment confirmation email informing vehicle owner to go to TLC LIC facility at a specific date and time and submit new application and relative fees.

**Step 4-** If and when your new vehicle application is approved for processing, you will immediately receive your TLC plates from our TLC DMV Office located at the TLC LIC facility.

**Please note: You must have your valid insurance documents with you.**

**Step 5-** Once you have your TC plates, you will be scheduled for a DMV or Visual inspection at the Woodside inspection facility.

**Step 6-** Once your vehicle passes inspection, your vehicle license will become active and will show up on the "Active Vehicle" Open data list on the TLC website at [nyc.gov/tlcopendata](http://nyc.gov/tlcopendata) within 24-48 hours.