

CONDITIONAL SALE / LEASE TO OWN GUIDELINES

This document contains guidelines and the application process to apply for a new for-hire vehicle license with the NYC TLC, under the conditional sale / lease to own exception to the FHV license pause.

Please note that all documents submitted must be clear and legible.

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.
- If the applicant is a corporation, corporate meeting minutes identifying officers must be submitted to inform TLC of the officer signing the lease agreement on behalf of the corporation, and to specify the corporate officer who possesses the TLC Driver License.

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 time period less than two (2) years.
- Each page of the lease must have the lessee 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 leased vehicle in the lease agreement.
- If the back of the title is completed, it must contain applicable dates, and both the buyer 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: Applicant must email copy of the TLC Driver License, the lease (or proof of lease document), the vehicle title, and a completed **new vehicle application** with the required documents, to the TLC at TLCFHVconditional@tlc.nyc.gov.

Step 2: TLC will review the submitted documents and research trip records. All requirements must be correctly satisfied.

Step 3: If the lease to own requirements are met, TLC will schedule an appointment for the applicant to submit TLC application fees and DMV fees required to obtain TC plates.