

Matthew W. Daus, Commissioner/Chair

TLC Medallion Broker/Agent Change of Information Application Checklist

Please ensure all of following items are submitted together. **Please be advised** that if your application is not complete upon submission, it will not be accepted. Please refer to the "Instructions for Filing an application to apply for a New Broker/ Agent License, Renewal License and Change of Information" for further assistance.

Application – You must answer <u>every</u> question in section I and II; incomplete applications will not be accepted.	<input type="checkbox"/>
(Agents Only) . Must also answer section VI.	<input type="checkbox"/>

Specific Change of Information Requirements

Please provide the required documentation listed below (depending on your change of information type) in addition to the requirements listed above.

Change of Business Name (Section III) - Please provide copy of filing receipt and corporation certificate	<input type="checkbox"/>
Change of D/B/A Name (Section IV) - Please provide copy of filing receipt and corporation certificate	<input type="checkbox"/>
Change of Address (Section V) (Brokers only) Please provide location information. (Agents only) Please provide a certificate of occupancy for the proposed location. Must have stamp of Dept. of Buildings no later than 2 years before date of your application. In lieu of this, you must submit a "Letter of No Objection" from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises.	<input type="checkbox"/>
Change of Off Street Parking Location (Agents Only) Section VI - Proof of available sufficient off-street parking at new location or near business premises to store the lesser of twenty-five vehicles or the following: 50% of the taxicabs leased on a daily basis, and 5% of the taxicabs leased for longer than a day. Copy of lease or contract that must include the # of spaces leased, the start date and expiration date of the lease / contract and must be signed by the provider of parking (if not owned by agent). If you own the parking location, please bring in a notarized letter indicating you own the parking location (include # of spaces the lot holds, or you plan to use).	<input type="checkbox"/>
Removal of an owner, officer, partner or stockholder- List all remaining individuals with ownership interests and notarized business records to disclose the distribution or sale of interest.	<input type="checkbox"/>
Addition of owner(s), officer(s), partner(s) and stockholder(s) of company - (1) Two forms of identification for each person being added. (1 <u>must</u> be a government issued photo ID). (Required for new owner, partner, officer or stockholder of company). (2) A seventy-five dollar (\$75) money order PER individual required to be fingerprinted (Required for any new owners, officers, partners and stockholders being added to company) payable to the NYC Taxi and Limousine Commission (money orders only). (3) Questionnaire- (Section VII) Required for new owner, partner, officer or stockholder of company holding 10% or more shares. (4) Resume (Brokers Only) - Resumes of any new individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating ability to assume the duties of a taxicab broker.	<input type="checkbox"/>

If you are applying for a New or Renewal Application for Broker or Agent license please refer to the TLC Medallion Broker/Agent License New and Renewal Application Checklist