



## LIVERY BASE STATION RELOCATION CHECKLIST

Please visit [www.nyc.gov/tlcselfscheduling](http://www.nyc.gov/tlcselfscheduling) to schedule an appointment to submit your completed application, required documentation and fees via appointment. Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc).

Please ensure all of following items are submitted together. Please be advised that if your relocation application is not complete upon submission, it will not be accepted. If you need further clarification on the below items, please refer to the "Instructions for Filing an Application to Relocate a FHV Base Station".

<b>Application to Change Status of a Livery Base</b> – Completely filled out and signed.	<input type="checkbox"/>
<b>Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau</b> – (i.e., unpaid tickets)	<input type="checkbox"/>
<b>Application Fee of \$500</b> – Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: <b><u>NYC Taxi &amp; Limousine Commission</u></b> .	<input type="checkbox"/>
<b>Lease or statement by a landlord</b> to lease office space <u>with a start and expiration date</u> . Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
<b>Proof of "Active" Status with the N.Y. Department of State</b> - You may verify your status via the NYS Department of State website at: <a href="https://www.dos.ny.gov/">https://www.dos.ny.gov/</a> . Please attach a copy of the on screen print-out.	<input type="checkbox"/>
<b>A <u>completed</u> Environmental Assessment Statement (EAS)</b> - An EAS instruction guide can be downloaded from the TLC's website at: <a href="http://www.nyc.gov/tlc">www.nyc.gov/tlc</a> .	<input type="checkbox"/>
<b>Statements and business records</b> - To disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. <u>You may</u> bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
<b>Certificate of Occupancy, or Letter of No Objection</b> - From the Department of Buildings (stamped or dated no more than two years before the date of this application) for the Base Station location <u>for your proposed new location</u> .	<input type="checkbox"/>
<b>Original letters of no objection from City Council Member (CM), and Community Board (CB) OR copies of the <u>letters requesting the "Letter of No Objection" along with the original signed certified mail receipts for the two (2) entities</u></b> . Please make sure you are reaching out to the <b><u>correct entities</u></b> . <b><u>Please note</u></b> – the letter sent to the City Council Member (CM), and Community Board (CB) <b><u>must</u></b> include copies of page 1 & 2 of the application form and affirmation page. <b><u>In addition</u></b> , the letter must inform the CM, CB or PD that if they want additional documents that they should request them when needed. If additional documents are requested, please provide them in a timely manner so that you may receive their response to submit with your renewal packet.	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"><input type="checkbox"/> CM</div> <div style="text-align: center;"><input type="checkbox"/> CB</div> </div>	