

# 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](mailto: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](http://nyc.gov/tlcopendata).