



**Taxi & Limousine  
Commission**

Legal Affairs  
33 Beaver Street, 22<sup>nd</sup> Floor  
New York, NY 10004

212 676 1135  
www.nyc.gov/tlc

# STREET HAIL LIVERY PERMIT TRANSFER APPLICATION REQUIREMENTS AND CHECKLIST

**NOTE: APPLICATION AND DOCUMENTS MUST BE IN BLUE INK ONLY**

**PURPOSE OF THIS FORM:** This checklist is to be used in conjunction with the "Street Hail Livery Permit Transfer Application Form" to submit an application to the NYC Taxi and Limousine Commission to obtain a Street Hail Livery Permit from its current owner.

**HOW TO SUBMIT AN APPLICATION FOR THE TRANSFER OR A STREET HAIL PERMIT:** Please email [shltransfer@tlc.nyc.gov](mailto:shltransfer@tlc.nyc.gov) for an appointment to submit your "Street Hail Livery Permit Transfer Application Form". Please include your permit number in the subject line. All requirements listed below must be submitted on the day you are scheduled to bring your application.

**You must submit all items listed on this checklist with your application. If an item is missing, your application will NOT be processed. Applicants are responsible for reviewing ALL requirements listed on this checklist. FEES ARE NON REFUNDABLE.**

**Street Hail Livery Permit Transfer Application Form:** must be completed and signed.

**New Transfer Fee:** Payable to the NYC Taxi and Limousine Commission (See method of payment below)

The transfer fee for a Street Hail Livery Permit Transfer is \$25.00.	<input type="checkbox"/>
<b>Zero outstanding judgments:</b> to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Camera Unit (i.e., unpaid tickets).	<input type="checkbox"/>
<b>Child Support Certification:</b> Pursuant to §3-503 of the New York State General Obligation Law – must be filled out and signed.	<input type="checkbox"/>
<b>Government Issued photo I.D.</b> of applicant. State issued driver's license preferred.	<input type="checkbox"/>
<b>Social Security No. / Proof of EIN:</b> If a <u>corporation or partnership</u> , you must submit an IRS issued CP-575 Notice or a 145-C letter (provided as a replacement or verification letter to business). If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
<b>Inspection Fee: Five Hundred and Forty Dollars (\$540.00)</b> – This fee covers the six (6) DMV/TLC inspections required during the three (3) year term of the license. Inspection fees must be prepaid with each new and renewal application. <i>Note: Paratransit Vehicles licensed as Accessible Street Hail Liveries will be subject only to a visual inspection to assure that they are accessible and that the accessibility features are operating in addition to a meter test.</i>	<input type="checkbox"/>
<b>Affiliation form to attach a SHL Permit to a SHL Base</b>  <i>The permit must be affiliated to an SHL Endorsed Base at the time a vehicle is being attached to a permit. This form does not have to be submitted with the "Street Hail Livery Permit Application" form. Please see page 5 for more information.</i>	<input type="checkbox"/>
<b>If purchasing through a business entity, you must provide the following documentation:</b>	
<b>Partnership:</b> Certificate of Partnership	<input type="checkbox"/>
<b>Corporation:</b> Filing Receipt, Certificate of Incorporation, Election of Officers with Corporate Seal	
<b>LLC:</b> Filing Receipt, Articles of Organization, Operating Agreement	

**FEES can be paid by Money Orders or Certified Checks only. Money Orders or Certified Checks and should be payable to: NYC Taxi & Limousine Commission. ALL FEES ARE NON REFUNDABLE**

**STREET HAIL LIVERY PERMIT TRANSFER APPLICATION FORM**

<b>Application Type (Please check one)</b> Transfer <input type="checkbox"/> Change of Information <input type="checkbox"/>	<b>Permit Type (Please check one)</b> SHL Wheelchair Accessible Permit <input type="checkbox"/> SHL Non-Wheelchair Accessible Permit <input type="checkbox"/> PERMIT #: <input type="text"/>
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**Business/Entity Type (Please check one)**

Individual/Sole Proprietorship  Partnership  Corporation  LLC

**TLC UNIVERSAL OR VEHICLE LICENSE INFO:**

**I am:**

a driver and have been licensed by the TLC for \_\_\_\_\_ and my current and valid TLC driver license # is   
# of years

a vehicle owner and have been licensed by the TLC for \_\_\_\_\_ and my current & valid TLC vehicle license # is   
# of years

**I. BACKGROUND INFORMATION ON TRANSFEREE APPLICANT**  
 (All fields in this section must be filled-out completely for your application to be processed)

Name:

Address:

City :  State:  Zip Code:

E-Mail: (required)

Telephone #:  SSN#:

Fax #:

24 hour #:  DATE OF BIRTH:

DMV LICENSE #:  DMV LICENSE STATE:

**II. If you are purchasing through a Business Entity. LIST ALL OWNERS, OFFICERS, PARTNERS, MANAGERS AND STOCKHOLDERS – this page can be photocopied if needed for additional officers**

	Business Entity Name		Business Entity Type
	<input type="text"/>		<input type="text"/>
<b>Address:</b>	<input type="text"/>		
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text"/>
		<b>Zip Code:</b>	<input type="text"/>
<b>EIN#:</b>	<input type="text"/>	<b>Total # of shares or %:</b>	<input type="text"/>
<b>Business Phone #:</b>	<input type="text"/>	<b>E-Mail: (required)</b>	<input type="text"/>

<b>Last Name:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>		
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text"/>
		<b>Zip Code:</b>	<input type="text"/>
<b># of shares or %:</b>	<input type="text"/>	<b>DMV license #:</b>	<input type="text"/>
		<b>DMV license State:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>	<b>SSN#:</b>	<input type="text"/>
	<small>Month                      Day                      Year</small>		
<b>Title:</b>	<input type="text"/>	<b>Phone #:</b>	<input type="text"/>

<b>Last Name:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>		
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text"/>
		<b>Zip Code:</b>	<input type="text"/>
<b># of shares or %:</b>	<input type="text"/>	<b>DMV license #:</b>	<input type="text"/>
		<b>DMV license State:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>	<b>SSN#:</b>	<input type="text"/>
	<small>Month                      Day                      Year</small>		
<b>Title:</b>	<input type="text"/>	<b>Phone #:</b>	<input type="text"/>

<b>Last Name:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>		
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text"/>
		<b>Zip Code:</b>	<input type="text"/>
<b># of shares or %:</b>	<input type="text"/>	<b>DMV license #:</b>	<input type="text"/>
		<b>DMV license State:</b>	<input type="text"/>
<b>Date of Birth:</b>	<input type="text"/>	<b>SSN#:</b>	<input type="text"/>
	<small>Month                      Day                      Year</small>		
<b>Title:</b>	<input type="text"/>	<b>Phone #:</b>	<input type="text"/>

**Proof of EIN / Social Security No. –** If a corporation or partnership, you must submit an IRS issued 145-C letter/notice. If a sole proprietor, you must submit proof of social security number.

**III. BACKGROUND QUESTIONNAIRE**

PLEASE NOTE – ALL OFFICERS MUST FILL OUT THIS FORM.

If you have multiple officers, **please photocopy this page and have each officer that has 10% or more shares fill this form out in full.**  
All questionnaires must be COMPLETED & SUBMITTED with your application.

**Character/History of Principals**

**Have you ever:**

A) had any type of license suspended or revoked? YES  NO

B) had any TLC license with your name under any other individual, partners, corporations, officers, principle and/or stockholders? YES  NO

**If you answered “YES” to any of the preceding questions you must provide a signed statement (below or on a separate document) giving pertinent information and documentation including but not limited to names, dates, license numbers, certificate of disposition etc.**

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**Vehicle Affiliation Questionnaire**

1. Do you currently own a TLC licensed For-Hire vehicle(FHV) / car license? YES  NO

2. Do you intend to affiliate your own FHV to the SHL Permit you are purchasing today? YES  NO

3. Is your FHV affiliated to the same SHL Endorsed Base as the Permit you are purchasing today? YES  NO

If you answered yes to all 3 questions above and you wish to affiliate your FHV to your SHL permit today, please enter the FHV license number here:

# AFFIRMATION OF STREET HAIL LIVERY PERMIT OWNER

I, \_\_\_\_\_, as (check one)  Owner,  Partner  
(Print Name)

Officer or  Stockholder of or Interest holder \_\_\_\_\_ (the applicant)  
(Name of Business or Corporation (if applicable))  
**LLC / CORP / PARTNERSHIP**

affirm that:

- a. I understand I must comply with all rules and laws applicable to street hail liveries;
- b. I understand that a Street Hail Livery permit will be revoked for non-use if:
  - (1) for 30 or more days, the Licensee fails to maintain a Base affiliation (as required by § 82-12(g) of Chapter 82);
  - (2) for 60 or more days, the Licensee fails to maintain insurance coverage (as required by § 82-14 of Chapter 82);
  - (3) for 60 or more days, the permit holder fails to comply with the inspection requirements (as required by § 82-30 of Chapter 82);
- c. there can only be one validly licensed vehicle attached to a Street Hail Livery Permit, as determined by the VIN and the Vehicle License number, at any time;
- d. upon surrender, revocation or non-renewal of Street Hail Livery Permit, the vehicle must be presented to the Commission's inspection facility for the removal of the license decal and meter whether or not continuing in service with another license.
- e. a licensee must ensure that when the licensee's Street Hail Livery is in operation for hire it is in use with a vehicle which has a valid license and is properly equipped as a Street Hail Livery vehicle;
- f. a licensee must ensure that the licensee's Street Hail Livery Permit is operated only while the NYS registration of the vehicle remains valid;
- g. a Street Hail Livery licensee must not operate or allow another person to operate the licensee's Street Hail Livery unless:
  - (1) It is affiliated with a validly licensed Street Hail Livery Base at all times;
  - (2) The Street Hail Livery is being dispatched from its affiliated Base, unless the Street Hail Livery is being dispatched for a Pre-Arranged Trip and the Base dispatching the Street Hail Livery informs the customer that the Street Hail Livery is from another Base;
- h. a Street Hail Livery licensee must ensure that the driver of the Street Hail Livery accepts passengers by hail from the street only in the hail zone;
- i. the vehicle associated with this permit will be operated only by drivers duly licensed by the TLC to operate vehicles of its type, any drivers operating this vehicle are designated as an agent for the applicant and service of any and all legal documents served to the agent is the same as against applicant. No Street Hail Livery may be operated for hire unless the driver has in his or her possession a valid driver's license that authorizes the driver to operate a Street Hail Livery;
- j. the fee paid with this application is not refundable and its payment does not guarantee the issuance of a TLC license or permit;
- k. the Vehicle, associated with this permit cannot be painted YELLOW or registered with the N.Y.S. Department of Motor Vehicle as YELLOW, the application to register the vehicle will be denied and the application fee forfeited;
- l. the applicant is responsible to inquire if no license or permit is received within thirty (30) days of the application, and that submission of the application does not mean that the transfer of license or permit is or will be approved;
- m. the applicant is responsible for any fines and penalties resulting from the operation of the permit described in this application whether or not a license or permit is issued;
- n. falsification of any statement made herein is a crime punishable by a fine, and/or imprisonment, and/or denial of the license or permit, or if granted, revocation of same;
- o. applicant will maintain current contact information at all times with the TLC in accordance with TLC Rules and Regulations. This includes, but is not limited to current mailing address, e-mail address and phone number;
- p. the vehicle associated with this permit shall not be operated without insurance as required by the laws of New York State and New York City and the rules of the TLC applicable to that type of vehicle;
- q. I understand that a Wheelchair Accessible Street Hail Livery Permit can only be used with a properly licensed and equipped wheelchair accessible vehicle. No other vehicle can be attached to this permit and I can not change the permit type once it has been purchased.

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). There has been no changes to the Business Entity structure since the last submission to the TLC if applicable. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit."

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AFFILIATION FORM TO ATTACH AN SHL PERMIT TO AN SHL BASE**

**Purpose of this form:** This form is to be used by the SHL endorsed base or SHL Permit holder to notify the TLC when an SHL Permit is being attached to the base.

*Base Owner: In order to attach an SHL Permit, once granted, an appointment must be scheduled to attach the permit, please request an appointment at: [www.nyc.gov/tlcappointment](http://www.nyc.gov/tlcappointment). On the day of the appointment, the Permit holder will need to bring the appointment form, a completed "Vehicle Application Form" (if the vehicle affiliation is being done on the same day) and any other required documents.*

SHL Permit Holder Name				<input style="width:100%;" type="text"/>			
D/B/A				<input style="width:100%;" type="text"/>			
Mailing Address				<input style="width:100%;" type="text"/>			
City	<input style="width:100px;" type="text"/>	State	<input style="width:30px;" type="text"/>	Zip	<input style="width:100px;" type="text"/>	Telephone #	( <input style="width:30px;" type="text"/> ) <input style="width:30px;" type="text"/> - <input style="width:30px;" type="text"/>
EIN	<input type="checkbox"/>	or	SS#	<input type="checkbox"/>	<input style="width:200px;" type="text"/>	24 hr Tel. #	( <input style="width:30px;" type="text"/> ) <input style="width:30px;" type="text"/> - <input style="width:30px;" type="text"/>
Permit Type: (Please check one)				SHL Non- Wheelchair Accessible Permit <input type="checkbox"/>		SHL Wheelchair Accessible Permit <input type="checkbox"/>	
SHL Permit #		<input style="width:100px;" type="text"/>		Please check one: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC			
<i>This section must be signed and dated by the SHL Permit Holder.</i>							
_____				_____		_____	
Print Name				Signature		Date	

**NEW BASE/AUTHORITY INFORMATION**

Base / Authority Name:	<input style="width:100%;" type="text"/>
Base License #:	<input style="width:100%;" type="text"/>

**OLD BASE/AUTHORITY INFORMATION (complete this section if this is an application to Transfer to another Base)**

Base / Authority Name:	<input style="width:100%;" type="text"/>
Base License #:	<input style="width:100%;" type="text"/>

Is the same vehicle attached today going to continue with the SHL Permit? If yes, vehicle must be affiliated to the same base.  
**Note:** Vehicle will not be inspected until it's attached to a SHL Base.

"I hereby affirm, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). There has been no changes to the Business Entity structure since the last submission to the TLC if applicable. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit. I also attest that all my vehicles attached to my SHL Permit must be attached to the same SHL base."

***This section must be signed and dated by the Base Owner.***

_____	_____	_____	_____
Print Name	Title	Signature	Date

# Child Support Certification

Certification pursuant to General Obligations Law Section 3-503(2)

## Personal information

Last name \_\_\_\_\_ First name \_\_\_\_\_

Social Security Number or ITIN \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Street address \_\_\_\_\_ Apt. number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

## Employer information

Business name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

*(Choose #1 or #2, and put an "X" in the box in front of the applicable statement.)*

1.  I am not under a court or administrative order to pay child support. OR
2.  I am under an obligation to pay child support.

My child support account number[s] (if applicable): \_\_\_\_\_

*(If you chose #2, put an "X" in front of the applicable statement.)*

- a. I do not owe arrears equal to 4 months or more of child support payments.
- b. I have arrears equal to 4 months or more of child support payments, and one of the following statements applies to me (check the appropriate boxes):
  - I am making payments by income execution or by court agreed payment/repayment plan or by a plan agreed to by the parties.
  - My child support obligation is the subject of a pending court proceeding.
  - I am currently in receipt of Public Assistance or Supplemental Security Income.  
My case number is: \_\_\_\_\_ .
- c. I have arrears equal to 4 months or more of child support payments and none of the above statements in "B" apply to me.

I hereby do solemnly swear under oath and subject to penalty of perjury that the information provided by me in this certificate is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The intentional submission of false written statements for the purpose of frustrating or defeating payment of support is punishable pursuant to Section 175.35 of the Penal Law. Persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers, and/or recreational license and permits including, but not limited to, license issued pursuant to section 11-0713 of the Environmental Conservation Law.**

If you are experiencing difficulties obtaining a NYC license, permit, certificate or registration because of an outstanding child support problem, please come to OCSE's Customer Service Walk-In Center and you may receive assistance in resolving your problem:

The New York City Office of Child Support Enforcement Customer Service Walk-In Center  
151 West Broadway, 4th Floor, New York, NY 10013 (between Worth St. and Thomas St.)  
Monday – Friday 8 a.m. – 7 p.m.; Saturday 9 a.m. – 5 p.m.

**CRIMINAL RECORD:**

Has any person named in section I or II ever been convicted of a crime?

Yes \_\_\_ No \_\_\_ If "Yes" complete below. If none, write "NONE".

<u>Name</u>	<u>Date of Conviction</u>	<u>Court &amp; Location</u>	<u>Charge</u>	<u>Disposition</u>
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**VEHICLES TO BE LICENSED:** (Submit copy of title or bill of sale & registration for each vehicle)

<u>Year</u>	<u>Make</u>	<u>VIN</u>	<u>Meter #</u>	<u>Plate #</u>
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1. Were the above listed vehicle(s) included in the purchase of the permit? Yes [ ] No [ ]

2. Were the above listed meter(s) included in the purchase of the permit? Yes [ ] No [ ]

**LIABILITY INSURANCE INFORMATION:** (Submit Form FH-1)

Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Policy No: \_\_\_\_\_

Effective period: \_\_\_\_\_

**WORKERS COMPENSATION INFORMATION:**

Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Policy No: \_\_\_\_\_

Effective period: \_\_\_\_\_



**OTHER TLC LICENSES:**

Is any person named in section I or II presently an officer of a corporation or own an interest in any SHL entity?  
 Yes [ ] No [ ]

If "Yes" complete information below (*attach additional sheets if necessary*).

**Note:** No one person/entity may own or have a financial interest in more than (1) SHL permit (non-WAV). However, a person/entity can own or have a financial interest in a maximum of 5 Wheelchair Accessible permits (WAV)."

<u>Name of Individual</u>	<u>License Number</u>	<u>Corporate Name</u>	<u># of Shares or Interests % owned</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has any person named in section I or II ever possessed a TLC driver's license? Yes [ ] No [ ]. If "Yes" complete information below:

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Has any such person's license ever been revoked? Yes [ ] No [ ]. If "Yes" provide license number and date of license revocation.

License Number: \_\_\_\_\_ Date of Revocation: \_\_\_\_\_

License Number: \_\_\_\_\_ Date of Revocation: \_\_\_\_\_

**BUYERS VERIFICATIONS:**

**INDIVIDUAL OR PARTNERSHIP**

(All partners must sign)

\_\_\_\_\_,  
 being duly sworn, depose(s) and say(s):  
 That the partnership (he, she) has read the foregoing application and that the facts set forth herein are true and correct to the best of the partnership's (his, her) knowledge and belief; acknowledges receipt of a copy of the Owner's Rules and agrees to abide by the same.

\_\_\_\_\_  
 Purchaser's Signature

\_\_\_\_\_  
 Purchaser's Signature

Sworn to before me  
 this \_\_\_ day of \_\_\_ 20\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC

**CORPORATE OR LLC**

(An authorized officer/manager must sign)

\_\_\_\_\_,  
 being duly sworn, deposes and says:  
 That he (she) is the \_\_\_\_\_  
 of \_\_\_\_\_, the  
 corporation or LLC named in the within application and is authorized to make such application on behalf of the corporation or LLC; that the facts set forth herein are true and correct to the best of his (her) knowledge and belief; acknowledges receipt of a copy of the Owner's Rules and agrees to abide by the same.

\_\_\_\_\_  
 Signature

Sworn to before me  
 this \_\_\_ day of \_\_\_ 20\_\_\_

\_\_\_\_\_  
 NOTARY PUBLIC

**BUYER TAX CERTIFICATION**  
**ON STREET HAIL LIVERY**

Under penalty of perjury, \_\_\_\_\_

1. Buyer has paid any and all tax imposed on Buyer under Article 29-A of The New York State Tax Law.
2. Buyer is responsible for payment of any tax imposed or owing in respect of the SHL Permit referenced above under Article 29-A of The New York State Tax Law.

Date: \_\_\_\_\_

Buyer Signature:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be signed by:  
All individual buyers  
A Partner if a partnership buyer  
An authorized officer if a corporate buyer  
An authorized member if an LLC buyer.



**TO BE COMPLETED BY CORPORATE SELLER**  
**CORPORATE RESOLUTION AUTHORIZING SHL LICENSE TRANSFER BY CORPORATE SELLER**

Business Entity Name: \_\_\_\_\_

EIN#: \_\_\_\_\_

Minutes of a Special Meeting of the stockholders of \_\_\_\_\_ (“Seller Corporation) held at the office of the Seller Corporation at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Pursuant to a Notice of a Special Meeting mailed on \_\_\_\_\_ to all of the stockholders of the Seller Corporation, whose names and address are listed below:

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
No. of Shares _____	No. of Shares _____	No. of Shares _____
% of Interest _____	% of Interest _____	% of Interest _____

A meeting was held on the date first mentioned above for the purpose of authorizing the sale of Street Hail Livery permit and meter owned by the corporation to \_\_\_\_\_.

The stockholders listed below were present at the meeting held on the above date:

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
No. of Shares _____	No. of Shares _____	No. of Shares _____
% of Interest _____	% of Interest _____	% of Interest _____

and voted upon the corporate sale resolution. Two-thirds (2/3) of the shareholders entitled to vote on the matter voted in favor of the medallion transfer. RESOLVED, that the corporation sell and transfer the SHL permit and meter(s) listed below to \_\_\_\_\_ and that a Bill of Sale duly executed by the President and Secretary be delivered to the buyer listed above and that a copy of this resolution be entered into the record.

<u>SHL PERMIT NO.</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>MAKE</u>	<u>VIN</u> <u>If applicable</u>	<u>METER NO.</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**CORPORATE SEAL**

\_\_\_\_\_  
**SECRETARY**

**SELLER INFORMATION:**

**Information On The Individual / LLC Member(s) / Shareholder(s) / Officer(s) in the Entity**

**Seller #1's Name:** \_\_\_\_\_

**Seller #1's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Seller #1 Phone Number:** \_\_\_\_\_ **Seller #1 SSN:** \_\_\_\_\_

**No. of Shares Sold By Seller #1:** \_\_\_\_\_ **Shares Owned After The Transfer By Seller #1:** \_\_\_\_\_

**% of Interest Sold By Seller #1:** \_\_\_\_\_ **% of Interest After The Transfer By Seller #1:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Seller's Signature**

**Seller #2's Name:** \_\_\_\_\_

**Seller #2's Address:** \_\_\_\_\_  
\_\_\_\_\_

**Seller #2 Phone Number:** \_\_\_\_\_ **Seller #2 SSN:** \_\_\_\_\_

**No. of Shares Sold By Seller #1:** \_\_\_\_\_ **Shares Owned After The Transfer By Seller #1:** \_\_\_\_\_

**% of Interest Sold By Seller #1:** \_\_\_\_\_ **% of Interest After The Transfer By Seller #1:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Seller's Signature**

**Papers submitted by:** \_\_\_\_\_  
(Name of individual submitting the application)

**Broker, if any:** \_\_\_\_\_  
(Name of Broker(s) submitting the application)

**Phone number of Broker or Applicant:** (     ) \_\_\_\_\_  
(Phone number)

**TO BE COMPLETED BY ALL SELLERS – TLC LICENSE**

(i.e., shareholder(s) of selling corporation, individual seller(s), partners of selling partnership, member(s) of selling LLC)

Name: \_\_\_\_\_ TLC License No.: \_\_\_\_\_

Name: \_\_\_\_\_ TLC License No.: \_\_\_\_\_

Name: \_\_\_\_\_ TLC License No.: \_\_\_\_\_

Name: \_\_\_\_\_ TLC License No.: \_\_\_\_\_

**TO BE COMPLETED BY ALL SELLERS – (Submit copy of title or bill of sale & registration for each vehicle)**

BY THESE PRESENTS, the undersigned, in consideration of \$ \_\_\_\_\_, sells, transfers and delivers unto \_\_\_\_\_ the following:

<u>PERMIT NO.</u>	<u>VEHICLE</u>	<u>YEAR</u>	<u>MAKE</u>	<u>VIN</u> <u>If applicable</u>	<u>METER NO.</u>

**SELLER NO. 1**

**SELLER NO. 2**

Print Name of Seller: \_\_\_\_\_

Seller's Signature: \_\_\_\_\_

Print Name of Seller: \_\_\_\_\_

Seller's Signature: \_\_\_\_\_

**TO BE COMPLETED BY ALL SELLERS – SELLER VERIFICATIONS**

**INDIVIDUAL OR PARTNERSHIP OR LLC VERIFICATION**

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me personally appeared \_\_\_\_\_ known to me to be the individual(s) described in and who executed the foregoing instrument and duly acknowledged that he/she/it executed same; and having been duly sworn, did swear that the facts set forth herein are true and correct.

\_\_\_\_\_  
Notary Public

**CORPORATE VERIFICATION**

On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me personally appeared \_\_\_\_\_ known to me to be the President and Secretary of the corporation described in and who executed the foregoing instrument; that such individual knows the seal of said corporation; that the seal affixed hereto is such corporate seal; that the seal affixed hereto was affixed by order of the Board of Directors of said corporation and that such individual is executing this instrument in a representative capacity pursuant to an order of the Board of Directors; and that the facts set forth herein are true and correct.

\_\_\_\_\_  
Notary Public

**TO BE COMPLETED AT CLOSING:  
TO BE SIGNED BY SELLER(S) IN PRESENCE OF CLOSING EXAMINER**

**Seller(s) affirm(s) the aforementioned sale.**

**Print Name of Seller:** \_\_\_\_\_

**Signature of Authorized  
Representative of Seller:** \_\_\_\_\_

**Print Name and Title of  
Authorized Representative  
Of Seller:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name of Seller:** \_\_\_\_\_

**Signature of Authorized  
Representative of Seller:** \_\_\_\_\_

**Print Name and Title of  
Authorized Representative  
Of Seller:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTICE OF STREET HAIL LIVERY (SHL) TRANSFER**  
**SELLER/TRANSFEROR**

DATE: \_\_\_\_\_

SHL Permit # \_\_\_\_\_

TO:

[Name and Address of Livery Technology Service Provider (“LPEP” Provider)]

FROM:

[Name and Address of Street Hail Livery owner (Owner), or owner of an interest in the SHL permit]

Pursuant to Rule 82-44(b)(4)(i) and (ii) of the Rules of the New York City Taxi and Limousine Commission, the Owner hereby gives notice to the LPEP Provider of the following regarding the livery technology system “LPEP” currently installed in the for-hire vehicle affiliated with the SHL permit:

1. Owner (or an individual that owns an interest in the SHL permit) plans to transfer an interest in the SHL permit. This transfer will not occur until at least 30 days after the date of this form UNLESS the Owner receives the acknowledgment from the LPEP Provider [see page 2] AND provides that form to the TLC.

2. Owner intends to(choose one)

- Cancel the contract with LPEP Vendor (any contract cancellation penalties apply)
- Assign the interest in the contract with the LPEP Vendor to the transferee of Owner’s interest in the SHL

3. Owner intends to(choose one)

- Return the LPEP equipment to the LPEP Vendor
- Transfer the LPEP to the transferee of Owner’s interest in the SHL
- Retain the LPEP equipment (available only to Owners who own their LPEP equipment)

Name of Owner: \_\_\_\_\_

Signature: \_\_\_\_\_



**LPEP PROVIDER ACKNOWLEDGMENT**

The LPEP Provider hereby acknowledges receipt of this Notice of Street Hail Livery transfer, and further acknowledges that this notice is required under Rule 82-44(b)(4)(i) and (ii) of the New York City Taxi and Limousine Commission (TLC). The LPEP Provider waives the requirement that notice to the TLC must be provided by the SHL owner, at least 30 days before the transfer of the SHL permit.

Date: \_\_\_\_\_ Name of LPEP Provider \_\_\_\_\_

Permit # \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*The LPEP Provider acknowledgment is not required to be completed and executed unless the Owner seeks to reduce the 30 day notice period.

OR

In all other cases, this form must be mailed to the LPEP Provider at the address specified in the contract at least 30 days prior to the date of the proposed transfer.

Notice must be given by certified mail, return receipt requested.

A fully completed copy of this form as sent to the LPEP Provider must be provided to the TLC and, if the LPEP Provider acknowledgment has not been executed by the LPEP Provider, the Owner must also provide a copy of the certified mail receipt and an affidavit or affirmation under penalty of perjury verifying the mail of this form.

**AFFIRMATION OF SERVICE**  
**via Certified Mail**

I, \_\_\_\_\_, am the Owner of the Street Hail Livery Permit # \_\_\_\_\_. I affirm, under penalty of perjury, that the statements in this affirmation are true and accurate to the best of my knowledge.

Enclosed with this mailing is the Notice of Street Hail Livery (SHL) Transfer which has been completed pursuant to New York City Taxi and Limousine (TLC) Commission Rules, in order to transfer the ownership interest of my SHL license to a prospective buyer. I have sent these documents, via certified mail through the use of a Post-office facility or Post-office box belonging to the United States Postal Service, to the Livery technology provider (LPEP) whose name and mailing address is specified below.

Name of LPEP Provider: \_\_\_\_\_

LPEP Provider's Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Sworn to before me  
on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**NOTICE OF STREET HAIL LIVERY (SHL) TRANSFER**  
**BUYER/TRANSFEEE**

DATE: \_\_\_\_\_

SHL Permit # \_\_\_\_\_

TO:

[Name and Address of Livery Technology Service Provider (“LPEP” Provider)]

FROM:

[Name and Address of Street Hail Livery prospective owner (Transferee), or prospective owner of an interest in the SHL permit]

Pursuant to Rule 82-44(b)(4)(iii) of the Rules of the New York City Taxi and Limousine Commission, the Transferee hereby gives notice of the following regarding the livery technology system “LPEP” currently installed in the for-hire vehicle affiliated with the SHL permit:

1. Transferee (or the owner of an interest in Transferee) plans to acquire an interest in the SHL permit from

\_\_\_\_\_ (Transferor/Current owner)

2. Transferee intends to: (choose one)

Assume the Transferor’s current LPEP contract with the LPEP vendor

Contract for installation of LPEP with authorized LPEP provider

Name of Transferee: \_\_\_\_\_

Signature: \_\_\_\_\_

**BUYER AFFIDAVIT FOR HACK-UP OF NON WHEELCHAIR FOR-HIRE VEHICLE/  
BASE AFFILIATION**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, buyer of Street Hail Livery (SHL)

Permit # \_\_\_\_\_ acknowledge that the permit must be affiliated to a licensed SHL endorsed base within 30 days from the date of closing; and that a licensed For-Hire Vehicle “car” must be “hacked-up” within 90 days from the date of closing, in accordance with TLC Rules.

Buyer’s name: \_\_\_\_\_

Buyer’s Signature: \_\_\_\_\_

Sworn on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary \_\_\_\_\_

**BUYER AFFIDAVIT FOR HACK-UP OF WHEELCHAIR FOR-HIRE VEHICLE/  
BASE AFFILIATION**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, buyer of Street Hail Livery

(SHL) Permit # \_\_\_\_\_ acknowledge that the permit must be affiliated to a licensed SHL

endorsed base within 30 days from the date of closing; and that a licensed For-Hire Vehicle

“car” must be “hacked-up” within 180 days from the date of closing, in accordance with TLC Rules.

Buyer’s name: \_\_\_\_\_

Buyer’s Signature: \_\_\_\_\_

Sworn on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary \_\_\_\_\_

**BUYER TAX AND SURCHARGE CERTIFICATION**  
**FOR STREET HAIL LIVERY**

**SHL PERMIT NUMBER \_\_\_\_\_**

Under penalty of perjury, \_\_\_\_\_ (Buyer) hereby certifies, avows and acknowledges that

1. Buyer has paid any and all tax imposed on Buyer under Article 29-A of The New York State Tax Law.
2. Buyer is responsible for payment of any tax imposed or owing in respect of the SHL Permit referenced above under Article 29-A of The New York State Tax Law.
3. Buyer is responsible for remittance of all monies collected from drivers for the \$.30 per trip SHL Improvement Surcharge (“Surcharge”) for each street hail livery trip made by the SHL Permit during:
  - a. The previous collection quarter (the full quarter before Buyer became the owner of the Permit) if that payment has not yet been remitted.
  - b. The current collection quarter including the Surcharge for street hail livery trips made during the current quarter and before Buyer became the owner of the Permit.
  - c. Each collection quarter thereafter.

\_\_\_\_\_  
Name of Buyer/Transferee

\_\_\_\_\_  
Name of Buyer/Transferee

BY: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

To be signed by:  
All individual buyers;  
A Partner if a partnership buyer;  
An authorized officer if a corporate buyer;  
An authorized member if an LLC buyer;