



**The Philadelphia Parking Authority**  
**Taxicab & Limousine Division**  
2415 South Swanson Street  
Philadelphia PA 19148  
Phone: 215-683-9400  
Email: [tld@philapark.org](mailto:tld@philapark.org)

**APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF PUBLIC  
CONVENIENCE AND OR THE TRANSFER OF TAXICAB, LIMOUSINE OR  
DISPATCH RIGHTS ISSUED BY PHILADELPHIA PARKING AUTHORITY**

**[Guidelines to Complete the Application for a new Certificate of Public Convenience.](#)**

The following describes the requirements and procedure for all Taxicab and Limousine Certificate of Public Convenience (CPC) applications. The SA-1 must be filled out by a broker or attorney (see Chapter 1061). No other variations of this application will be acceptable. The SA-1 may be used to sell an unlimited number of transferable rights from one owner to one proposed buyer. The transfer fee will be based on the higher of the aggregate value of the sale or the transfer fee per right as provided in the Authority's fee schedule.

1. The Philadelphia Taxicab & Limousine legislation provides that a Certificate of Public Convenience to operate point-to-point Taxicab or Limousine service within the City of Philadelphia may not be sold or transferred in full or part to another party unless approved by the Philadelphia Parking Authority (PPA). The closing of the sales transaction must occur at the PPA-TLD headquarters in the presence of an authorized staff member. Any sales found to have occurred outside these guidelines will be considered fraudulent, punishable by fine, impoundment, and/or confiscation of medallion.
2. Application must include the provided checklist of required items.
3. Incomplete applications other than the payment of parking tickets and TLD/PUC fines will be returned to the applicant.
4. **Taxicab, Dispatch and Limousine Transfers:** A non-refundable filing fee of Two Thousand Dollars (\$2000.00) or 2% of the transfer amount whichever is higher must accompany the application.  
**New Limousine Rights:** A non-refundable filing fee of Ten Thousand Dollars (\$10,000).

5. No person, partnership, company or corporation may own a certificate of public convenience if the person, partner, company or corporation, or an officer, director or stockholder of the corporation or member of an LLC has been convicted or found guilty of a felony within the five-year period immediately preceding the submission of the application. A Criminal History Record within the last 30 days must be submitted from the PA State Police. For all other states, applicants, the directors, officers, members and key employees must obtain a Criminal Record Abstract from a state agency of any state or states where they have resided during the past 5 years.
6. Application must include minutes from both the buyer and seller entity if they are a corporation or an LLC authorizing the transaction and must state who is permitted to sign documents concerning this sale. If a signer is anyone other than the majority stockholder, a power of attorney is required. Only an owner may appear at TLD to sign the initial Agreement of Sale.
7. A copy of all stock certificates or certificates of ownership must be submitted as proof of ownership.
8. A copy of a state issued Photo Drivers License for all parties included in the sale must be submitted with the application. For non drivers, a photo identification card issued by a government agency will be accepted if current.
9. The agreement of sale shall set forth a description of the transaction including but not limited to, the identification number of medallion(s), VIN numbers if vehicles are being transferred, any equipment, the amount to be paid and the payment terms. All assets to be transferred should clearly be described. The agreement of sale must be signed at the TLD Headquarters and witnessed by a TLD staff member. Only the majority shareholder may sign the Agreement of Sale. **The signing at TLD Headquarters must be done before the application can be submitted.**
10. A recent bank statement showing the following minimum amounts of unencumbered and available funds:
  - Taxicab: \$ 5,000 or 2% of sale price, whichever is higher.
  - Limousine: \$10,000 or 2% of sale price, whichever is higher.
  - Dispatch: \$25,000 or 2% of sale price, whichever is higher.
11. A credit report from all 3 major credit reporting agencies obtained within the last 30 days prior to the submission of the application. A Credit Score of at least 600 is required.

12. If a notice of lien has been filed with the UCC relating to a medallion, which is the subject of the proposed sale, the authority will not approve a CPC until the lien is removed OR a commitment is given by the lien-holder in writing that the lien will be satisfied from the proceeds of the sale.
  
13. All TLD & PUC fines and PPA parking tickets issued to the seller as well as all owners, officers, shareholders for the buyer must be paid-in-full or under appeal before a Conditional Approval will be issued. If the buyer has an existing CPC, that CPC must be in good standing and free and clear of any PPA parking tickets and TLD/PUC fines. If the buyer holds a PPA or PUC issued Driver Certificate, it too must be free of the aforementioned fines. If the seller has any outstanding appeals with the TLD, collateral must be posted with the TLD for the full amount of the original violation(s) in order for the settlement to be scheduled/completed prior to the hearing officer's final decision.
  
14. Copy of the Buyer and Seller's Business Privilege License.
  
15. Any statements found to be untrue will immediately cause the transfer to be rejected. It is the responsibility of the parties to the application to inform the TLD of any change as soon as the change is discovered.
  
16. This application is used as an application for all certificates issued by the PPA. Mark any question that does not apply to the service you request as N/A. Do not leave it blank.
  
17. When presented with a choice like president or secretary or yes or no, circle the appropriate answer.
  
18. **The original application must be typed, no handwritten copies will be accepted.**

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE COMPLETING THIS APPLICATION, YOU MAY CONTACT:

**Charles Milstein, Esq.**, Assistant to Director at (215) 683-9637, [cmilstein@philapark.org](mailto:cmilstein@philapark.org).  
**Debbie McManus, Analyst** at (215) 683-9444 [dmcmanus@philapark.org](mailto:dmcmanus@philapark.org).



APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF PUBLIC CONVENIENCE  
AND OR THE TRANSFER OF TAXICAB, LIMOUSINE OR DISPATCH RIGHTS ISSUED  
BY PHILADELPHIA PARKING AUTHORITY

BEFORE THE PHILADELPHIA PARKING AUTHORITY

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**Notice of proposed sale or issuance of the following Rights:**

(please check all that apply)

**Application for Transfer of Rights, check here** [  ]

- Medallion**
- Partial Rights**
- Dispatch**
- Luxury Limousine**
- Hospitality – Airport Transfer**
- Exclusive Bus – Group & Party**

Rights Held By : \_\_\_\_\_  
(Seller)

CPC # \_\_\_\_\_  
(Seller)

To: \_\_\_\_\_  
(Buyer)

CPC # \_\_\_\_\_  
(Buyer)

**If Application for New Rights, check here** [  ]

- Type of New Right:
- Luxury Limousine**
  - Airport Transfer**
  - Group & Party**

Applicant: \_\_\_\_\_  
(Buyer)

**SEE INSTRUCTIONS BEFORE COMPLETING APPLICATION**

1. \_\_\_\_\_  
(Full and correct name of buyer) Philadelphia Business Privilege License No.

2. \_\_\_\_\_  
(Trade Name, if any – attach copy of stamped registration form from the Secretary of the Commonwealth)

3. \_\_\_\_\_  
(Mailing address) (Email Address)

\_\_\_\_\_  
(Telephone) (Facsimile Number)

4. \_\_\_\_\_  
(Physical address- if different than mailing address)

\_\_\_\_\_  
(Corporation EIN Number)

5. Broker for this application is:

\_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_  
(Telephone number) (Email address)

**Identify who you represent:**      **Seller ( )**      **Buyer ( )**      **Both ( )**

6. Any documents for this application should be mailed to:

**Buyer:** \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**Seller:** \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

7. Applicant \_\_\_\_\_ (does / does not) own and or operate any other Philadelphia  
Taxicab Medallion(s) \_\_\_\_\_ under CPC(s)  
circle one  
list P-numbers

\_\_\_\_\_ please use additional paper if necessary

8. Buyer is: (check one)

\_\_\_\_\_ Individual

\_\_\_\_\_ Partnership. Must attach a copy of the partnership agreement.

\_\_\_\_\_ Corporation. Organized under the laws of the State of Pennsylvania and qualified to do business in Pennsylvania by registering with the Secretary of the Commonwealth on, \_\_\_\_\_. (Attach copy of Certificate of Incorporation). List on a separate sheet all corporate officers, directors, and stockholders, their titles and the names, addresses and number of shares held by each.

\_\_\_\_\_ Limited Liability Company. Organized under the laws of the State of Pennsylvania and qualified to do business in Pennsylvania by registering with the Secretary of the Commonwealth on, \_\_\_\_\_. (Attach copy of Certificate of Organization). Minutes of owners' meeting must state who the officers are and authorize the sale. The minutes should state who is authorized to sign the documents for the transfer. A copy of the Managing Agreement must be included.

9. If buyer, its stockholders, partners, or members are in control of or affiliated with any other PPA CPC or Registered PPA entity, state Name of carrier(s), and nature of control or affiliation. (use additional pages if necessary) **example: Robert Hicks/XYZ Limo Company/Secretary.**

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

10. Applicant affirms that, each person if an individual or each partner if a partnership, the corporation, or company and each of its officers, directors and stockholders, or a limited liability company and each of its members have not been convicted of a felony in the previous five years.

\_\_\_\_\_ applicant must initial

**MEDALLION TRANSFER STATEMENT**

I, \_\_\_\_\_, president/secretary of, \_\_\_\_\_  
(Seller) (Company Name)

swear or affirm that **P no.(s)-** \_\_\_\_\_ has no outstanding fines, debt or parking tickets.

I, \_\_\_\_\_ DO DO NOT hold a PPA or PUC  
(BUYER'S NAME)

DRIVER CERTIFICATE # \_\_\_\_\_.

I, \_\_\_\_\_ the (SELLER / BUYER) of P(s) \_\_\_\_\_,  
(Circle one)  
Will be operating said Medallion(s) during the transfer process. Attach lease if applicable.

I, \_\_\_\_\_, \_\_\_\_\_ of  
(SELLER -name of stockholder or owner's name) (AFFILIATION WITH COMPANY)  
\_\_\_\_\_ do solemnity swear or affirm that  
(COMPANY NAME)

Medallion(s) P-\_\_\_\_\_ are free and clear of any encumbrances, lawful claims, demands of any person and am not involved in any existing or pending litigation.

WHEREOF, Buyer and Seller request that the Authority witness the sale, approve the transfer or issue new rights and issue a Certificate of Public Convenience, if required.

<b>Buyer Applicant:</b> _____ Company name
<b>BY</b> _____ (Print name) (Office held) (Signature) (Date)

<b>Seller Applicant:</b> _____ Company Name
<b>BY</b> _____ (Print name) (Office held) (Signature) (Date)

\*If a partnership, each partner must sign; if a corporation or LLC , a majority owner must sign.

## VERIFICATION OF APPLICANT (BUYER)

I, \_\_\_\_\_, a majority owner of \_\_\_\_\_,  
**Signer for Company** **Applicant Company Name**  
hereby state that the facts above set forth are true and correct to the best of my knowledge,  
information and belief and that \_\_\_\_\_ expects to prove the same  
Company Name  
at a hearing held in this matter.

Applicant is not now engaged in intrastate transportation of passengers for compensation in the City of Philadelphia except as authorized by a Philadelphia Parking Authority Certificate of Public Convenience, and will not engage in the transportation for which approval is herein sought, unless and until the transportation is authorized by the Philadelphia Parking Authority.

I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print name: \_\_\_\_\_

## VERIFICATION OF SELLER

I, \_\_\_\_\_, a majority owner of \_\_\_\_\_,  
**Signer for Company** **Seller Company Name**  
hereby state that the facts above set forth are true and correct to the best of my knowledge,  
information and belief and that \_\_\_\_\_ expects to be able to prove  
Company Name  
the same at a hearing held in this matter.

Seller is not now engaged in intrastate transportation of passengers for compensation in the City of Philadelphia except as authorized by a Philadelphia Parking Authority Certificate of Public Convenience.

I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print name: \_\_\_\_\_



# Taxicab Buyer's Settlement Affirmation

(To be signed at Settlement)

I, \_\_\_\_\_, as a duly authorized owner of \_\_\_\_\_  
Majority Owner

\_\_\_\_\_, have initialed and signed  
(Company Name)

below that I have read and understand the following:

\_\_\_\_\_ **Operation:** All taxicabs under my CPC must be operational at all times, if at any time my medallion(s) will be out-of-service for more than 48 consecutive hours I must inform PPA and if more than 5 consecutive days request a voluntary suspension in writing and will surrender the medallion.

\_\_\_\_\_ **Owner Information:** I must maintain and update all contact information with PPA within 48 hours of any change of phone number or addresses.

\_\_\_\_\_ **Email:** I understand that I must maintain a valid email address at all times and am aware that PPA correspondences may be sent via email at any time.

\_\_\_\_\_ **Vehicle Standards:** All my vehicles shall meet the minimum standards required of the vehicles providing service under the PPA rights as of the Transfer Date, currently 8 years/250,000 miles.

\_\_\_\_\_ **Insurance:** By the Transfer Date, my insurance shall at least meet the insurance requirements set forth at §32 of the PPA's regulations. It is my responsibility to make these insurance requirements known to my insurer. I understand that a valid E form must be on file with PPA at all times.

\_\_\_\_\_ **Driver Certification:** My taxicabs must continue to use only certified drivers and that I must ensure that all drivers have a valid MV drivers license. I understand it is my responsibility to know if their MV driver license or PPA issue driver certificate is in good standing at all times.

\_\_\_\_\_ **Dispatch Compliance:** No medallion vehicle may change dispatch companies without prior approval from PPA. My Medallion Cabs shall belong to a PPA certified dispatcher at all times unless under voluntary suspension.

\_\_\_\_\_ **Awareness of New Regulations:** I attest that I am aware of the new regulations and my obligation to comply with them.

\_\_\_\_\_ **Certificate of Public Convenience:** I understand that I have been granted a CPC by the Philadelphia Parking Authority which must be renewed by the PPA annually by July 1<sup>st</sup> of each year. Failure to do so will result in the suspension of my companies operating rights within Philadelphia.

\_\_\_\_\_ **Assessments:** I have been told that the medallion assessment for the current year is \_\_\_\_\_ per medallion or \_\_\_\_\_ per cab for Partial Rights, this may be paid in full or in 2 bi-annual payments on June 15<sup>th</sup> and December 15<sup>th</sup> of each year. This payment may be paid in full or in advance however, failure to pay by the due date will result in additional penalties. I understand that the next scheduled bi-annual assessment payment which I am responsible for, will be due on \_\_\_\_\_.

## Buyer's Settlement Affirmations cont.

\_\_\_\_\_ **Late fees:** A \$25 late penalty will be issued after 15 days and again at 30-60-and-90 days on an outstanding violation, if unpaid after 90 days the CPC will be suspended and all vehicles will be placed out-of-service until paid.

\_\_\_\_\_ **Parking Tickets:** I confirm that I am aware that all PPA issued parking violations are my responsibility unless I register with the PPA's Fleet Program and reassign each ticket citation to the appropriate driver.

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(To be signed and submitted with transfer application)

**Company Name** \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

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

**Broker Company Name** \_\_\_\_\_

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

**SWORN TO AND SUBSCRIBED BEFORE ME THIS** \_\_\_\_\_  
Date

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

(seal)

-----  
(To be signed at settlement)

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

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

## Dispatch Transfer Affirmation

\_\_\_\_\_ **Compliance with Criminal Record Regulations:** No corporate officer or owner with at least a 5% interest in the business to whom the certificate of public convenience is to be granted has been convicted or found guilty of a felony within the past five-years.

\_\_\_\_\_ **Service to Legal Carriers, Only:** I shall not provide dispatch or radio service to anyone who does not have the authority to provide service to the public (e.g., taxicabs and limousines not certified to provide the requested service).

\_\_\_\_\_ **Technology Requirements and Initiatives:** I am aware that each Certified Dispatcher must have a system in place that tracks the location of each PPA Taxicab it has currently enrolled for its dispatch service and who is driving the vehicle in accordance with PPA operating procedures; provide enrolled Taxicabs with navigational assistance; and provide access to credit card service.

\_\_\_\_\_ **Maximum Fee for Non-Cash Payments:** I agree that the maximum fee I may charge for any non-cash payments received by a driver, including but not limited to vouchers, is 10%.

\_\_\_\_\_ **Discrimination:** I shall not discriminate against nor allow my affiliated drivers to discriminate against potential customers and/or practice geographic redlining.

\_\_\_\_\_ **Receipts:** I shall issue to all my users, on a current basis, a form or a receipt indicating that the user is currently enrolled with the dispatcher.

\_\_\_\_\_ **Records:** I agree to maintain records and comply with the reporting requirements in accordance with the PPA's Regulations, Procedures and Orders.

\_\_\_\_\_ **Inspection of Facility:** I will arrange with the PP A for the TLD Staff or its Agents to inspect my proposed operating locations, which shall be located in or convenient to Philadelphia.

\_\_\_\_\_ **Awareness of New Regulations:** I attest that I am aware of the new regulations and my obligation to comply with them.

\_\_\_\_\_ **Accuracy:** I attest that all the information included in this filing is accurate and complete and that no omissions or commissions have been made that may lead the PPA to issue a Certificate of Public Convenience that may not be in the public interest.

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

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

Position: \_\_\_\_\_

Signature \_\_\_\_\_

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

# Limousine Settlement Affirmation

I, \_\_\_\_\_, as a duly authorized owner of \_\_\_\_\_  
Majority Owner

\_\_\_\_\_, have initialed and signed below that I have  
(Company Name)  
read and understand the following:

\_\_\_\_\_ **Compliance with Criminal Record Regulations:** The PPA-TLD must be informed immediately if any owner with more than a 5% interest, director, officer or key employee is convicted of a felony or a crime of moral turpitude.

\_\_\_\_\_ **Current Transportation Rights in Good Standing:** Any rights that I hold with any regulatory transportation agency are in good standing. I will inform the PPA-TLD immediately if any of those rights are no longer in good standing.

\_\_\_\_\_ **Owner Information:** I will maintain and update all contact information with PPA within 48 hours of any change of phone number or addresses.

\_\_\_\_\_ **Email:** I understand that I must maintain a valid email address at all times and am aware that PPA correspondences may be sent via email at any time.

\_\_\_\_\_ **Vehicle Standards:** All my vehicles shall meet the minimum standards required for vehicles providing service under the PPA.

\_\_\_\_\_ **Insurance:** My insurance limits shall at least meet the insurance requirements set forth in the PPA regulations. It is my responsibility to make these insurance requirements known to my insurer.

\_\_\_\_\_ **Driver Certification:** All my PPA certified Limousines must exclusively use drivers certified by the PPA unless on an interstate trip.

\_\_\_\_\_ **Awareness of Regulations:** I attest that I am aware of the PPA regulations and my obligation to comply with them. PUC regulations do not apply when I am on trips subject to PPA jurisdiction.

\_\_\_\_\_ **Accuracy:** I attest that all the information included in this filing is accurate and complete and that no omissions or commissions have been made that may lead the PPA to issue a Certificate of Public Convenience to an entity that may not be in the public interest.

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

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

PUC A No. \_\_\_\_\_ (if applicable)

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

**LEASE TERMINATION DRIVER AFFIDAVIT**  
*(All drivers should be given 2 weeks notice of the termination of their lease.)*

**Current Driver Name** \_\_\_\_\_ **H-** \_\_\_\_\_

**P or Vehicle #-** \_\_\_\_\_ **own vehicle:** YES \_\_\_\_\_ NO \_\_\_\_\_.

**If yes please read and sign the following, I** \_\_\_\_\_, **confirm that I was given**  
driver name  
**two weeks notice of the termination of my lease with** \_\_\_\_\_.  
Company Name

**Date of Notice** \_\_\_\_\_

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

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

**I** \_\_\_\_\_, **affirm that the title will be returned to** \_\_\_\_\_  
Company Officer Above driver's name  
**upon completion of the settlement and removal of GPS equipment.**

\_\_\_\_\_  
Signature of Company Officer

\_\_\_\_\_  
Date

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

Sworn to & subscribed before me this \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

SEAL



The Philadelphia Parking Authority  
**Taxicab and Limousine Division**  
2415 South Swanson Street  
Philadelphia PA 19148  
Phone: 215-683-9400 Email: [tld@philapark.org](mailto:tld@philapark.org)

## **Company Owners, Officers, Directors & Key Employees Form**

Company Name: \_\_\_\_\_ CPC No. \_\_\_\_\_

### **Current Officers:**

#### **President**

Name: \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_ %  
Address: \_\_\_\_\_ Director Yes/No  
Phone #: \_\_\_\_\_ DOB \_\_\_\_\_  
E-mail: \_\_\_\_\_ S.S.N. \_\_\_\_\_

#### **Vice President**

Name: \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_ %  
Address: \_\_\_\_\_ Director Yes/No  
Phone #: \_\_\_\_\_ DOB \_\_\_\_\_  
E-mail: \_\_\_\_\_ S.S.N. \_\_\_\_\_

#### **Secretary**

Name: \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_ %  
Address: \_\_\_\_\_ Director Yes/No  
Phone #: \_\_\_\_\_ DOB \_\_\_\_\_  
E-mail: \_\_\_\_\_ S.S.N. \_\_\_\_\_

#### **Treasurer**

Name: \_\_\_\_\_ Percentage of Ownership \_\_\_\_\_ %  
Address: \_\_\_\_\_ Director Yes/No  
Phone #: \_\_\_\_\_ DOB \_\_\_\_\_  
E-mail: \_\_\_\_\_ S.S.N. \_\_\_\_\_

List any additional Directors and Key Employees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LIMOUSINE SERVICE TARIFF**

Certificate No. \_\_\_\_\_  
Submitted on \_\_\_\_\_

**TO THE  
PHILADELPHIA PARKING AUTHORITY  
TAXICAB AND LIMOUSINE DIVISION  
2415 S. SWANSON STREET, PHILADELPHIA, PA 19148**

**BY**

**Corporate Name:** \_\_\_\_\_  
**Trading as Name:** \_\_\_\_\_  
**President or Secretary:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone number:** \_\_\_\_\_

**LOCAL LIMOUSINE TARIFF  
NAMING  
RATES, RULES AND REGULATIONS  
GOVERNING THE TRANSPORTATION OF  
PERSONS IN LIMOUSINE SERVICE  
IN PHILADELPHIA**

**SEE OPERATING AUTHORITY ON PAGE 2**

**ISSUED:** \_\_\_\_\_

**EFFECTIVE:** \_\_\_\_\_

PPA Use Only Approved by _____ Approval Date _____
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## SECTION 1

### **LIST OF CHANGES MADE BY THIS TARIFF:**

*In this section you will list any changes from the last tariff you submitted to the PPA. If this is the first tariff you are submitting to the PPA, this section will be blank.*

## SECTION 2

### **OPERATING AUTHORITY**

Limousine Rights for :  
Certificate No. \_\_\_\_\_

#### **CHECK THE RIGHT THIS TARIFF REPRESENTS**

**Luxury Limousine Service (07)**

To transport, as a common carrier, persons in luxury limousine service, on an exclusive basis between points in Philadelphia and from points in said county to points in Pennsylvania and return in a luxury vehicle as defined by PPA Regulations.

**Hospitality Service (06)**

To transport, as a common carrier on a nonexclusive basis persons and their luggage in hospitality service, to any hospitality center (as defined by the Philadelphia Parking Authority Regulations ) from any destination within the city of Philadelphia or to any destination in the Commonwealth of Pennsylvania and return.

**Exclusive Bus Service (04)**

To transport, as a common carrier, persons in exclusive bus service, on an exclusive basis between points in Philadelphia and from points in said county to points in Pennsylvania and return in a bus as defined by PPA Regulations..



## **SECTION 3**

### **RULES AND REGULATIONS**

*Explain (not actual rates) such things as advanced reservations, waiting time, deposits, holiday rate differences, what is included in hourly rates, gratuities, corporate rates, promotional fares etc. This is a list of the rules that customers can see to understand how your company operates as it relates to them. You must abide by these rules.*

## **SECTION 4**

### **VEHICLE DESCRIPTION**

*List the type of vehicles in your fleet that are available for hire. Each category should be listed on a separate line. A list of the important amenities must be provided. This is not a list identifying your specific vehicles. You are listing, as an example that you are providing service in stretches or sedans etc. You must describe the amenities.*

*Here are a few examples:*

Luxury four passenger sedan

Air conditioning and stereo CD player

Six Passenger Stretch Limousine

Air conditioning, TV-DVD, cooler, privacy partition

*If most amenities are the same, they could be described in an introductory paragraph to this section and clearly say they apply to all or specific categories. You still are required to list the amenities that only apply to individual categories under the appropriate vehicle heading.*

## **SECTION 5**

### **SCHEDULE OF RATES (In Dollars and Cents)**

*In this section you must list, in chart form how much you charge for each topic or vehicle. It must be clear to the customer. An example of topics might be weddings, holidays, proms etc. An example of vehicles might be sedans, stretches, Hummers, etc.*

*You may use a combination of these. The key here is that it be easy to understand so disputes can be avoided.*



## APPLICATION CHECKLIST

- Medallion Number \_\_\_\_\_ CPC no. \_\_\_\_\_  
if applicable
- TLD Application & fee for transfer, \$2000.00 or 2% of sale price, whichever is higher.  
Price: \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date: \_\_\_\_\_
- Agreement of Sale witnessed at TLD. By who? Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Full name of both entities as they appear on the State Corporation Bureau Records:  
**Buyer Company:** \_\_\_\_\_  
**Seller Company:** \_\_\_\_\_
- Copy of escrow check: Amount \_\_\_\_\_ Date \_\_\_\_\_ Ck No. \_\_\_\_\_
- Copy of Stamped Department of State Corporation Bureau registration
- Financial agreement between buyer-applicant and finance company (*if applicable*)
- Buyer's company contact information including phone number and valid e-mail address.
- Individual home address, phone number, e-mail, birth date, and social security number for every owner, director, key employee and officer
- Certified Copy of Minutes for authorizing the purchase or sale. New officers must be included for new companies. LLC's are required to submit minutes of their owners' meeting.
- Copy of State issued ID *Buyers* \_\_\_\_\_ *Sellers* \_\_\_\_\_
- A notarized affidavit identifying who is currently operating medallion(s) signed by the buyer and the seller
- Business Plan
- Lease agreement between buyer and seller if the current operator is the buyer

- List of CPC/medallion numbers that shareholder(s) are associated with.
  - Check for TLD fines or parking tickets on associated companies.
  
- A criminal history record of all corporate officers, directors, and stockholders holding at least 5% of stock of the corporation as well as all managers of an LLC.
  
- No outstanding PUC fines and penalties.
  
- No outstanding PPA fines, parking tickets or assessments for Buyer or Seller
  - Collateral for any TLD violations under appeal for medallion.
  
- Signed and dated Stock or Ownership Certificates for both buyer and seller.

### **Medallion/Partial Rights**

- All liens should be filed with the UCC.
  
- Release of Lien filed with TLD from Seller--\$20 Fee (*if applicable*)
  - All Releases from UCC sight
  - All Releases from Refinery
  - Commitment letters
  
- Settlement Affirmation
  
- Vehicle Information**
  - Description
  - Origin of Vehicle ○ NEW ○ FROM SELLER
  - Does GPS need to be removed ○ YES ○ NO
  - Completed Change of Dispatch Form (if applicable)
  - Form E
  
- Affidavit of Driver's Awareness of Transfer
  - Copy of Driver's license
  - Copy of Existing Driver's Lease
  
- A copy of the driver's lease if the business plan states that the new owner will use the existing driver (*if applicable*)

### **Limousines**

- Buyer's list of planned vehicles and vehicle information
- \$300.00 assessment per vehicle
- Copy of proposed tariff

### **ADDITIONAL REQUIREMENTS FOR ALL NEW COMPANIES (NEW CPC), for Taxicab, Limousine Service**

- Copy of partnership agreement, operating agreement or articles of incorporation.
- Financial report demonstrating fitness of all owners and the corporation
  - Bank statement evidencing ownership of a bank account holding not less than the greater of \$5000 or 2% of the sale price in unencumbered and available funds. These funds must have been available to the applicant for a period of not less than six months.
  - Credit Report for all three major reporting services showing credit score minimum of 600.

### **Dispatch Service**

- Copy of partnership agreement, operating agreement or articles of incorporation.
- Financial report demonstrating fitness of all owners and the corporation
  - Bank statement evidencing ownership of a bank account holding not less than the greater of \$25,000 or 2% of the sale price in unencumbered and available funds. These funds must have been available to the applicant for a period of not less than six months.
  - Credit Report for all three major reporting services showing credit score minimum of 600.