



## **The Philadelphia Parking Authority**

### **Taxicab & Limousine Division**

2415 South Swanson Street

Philadelphia PA 19148

215-683-9400

[tld@philapark.org](mailto:tld@philapark.org)

## **INSTRUCTIONS FOR SA-1 SALES APPLICATION FOR NEW CERTIFICATE OF PUBLIC CONVENIENCE OR TO TRANSFER EXISTING RIGHTS**

*(All section numbers referred to in this document refer to 52 Pa. Code Part II § 1001 et al unless otherwise specified)*

This document describes the requirements and procedures for requesting a Taxicab, Dispatch or Limousine Certificate of Public Convenience (CPC) which includes requests for new rights, stock transfers and applications to transfer existing rights. Carefully review Chapter 1027 “Sale of Rights”, §1019.3 “Dispatcher Application” and Chapter 1059 “Applications and Sale of Rights” before filling out an application.

The SA-1 (sales application) must be prepared and submitted by a broker or an attorney (§ 1027.6(e), 1029.2 &3). No variations of this application will be accepted for filing. 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 (% of sale price) or the transfer fee per right as provided in the Authority’s fee schedule (53 Pa. C.S. § 5710(b)(8-11)). However, a SA-1 application must be filed for every new right being requested.

### **Special Instructions for Application to Purchase a New Medallion at Sale by Bid**

If a bidder does not own a Philadelphia Parking Authority (PPA) Certificate of Public Convenience (CPC) to operate a Medallion taxicab in Philadelphia, the bidder is required to submit an SA-1 30 days or more before the date bids are due. If you are bidding individually and not through a company name that is actually issued a medallion CPC, and you do not currently own a medallion as an individual, then you must apply and submit a SA-1 30 days or more before the date bids are due.

If the bidder is not notified that the application is denied by the Authority prior to the date bids are due, the bidder will be permitted to submit a bid (Form MA-1) for the sale that this SA-1 is intended for. Please be advised, however, participation in the bidding process does not guarantee the issuance of the medallion taxicab certificate by the Authority. The bidder must complete all sections of the SA-1 unless they pertain to a seller, information concerning limousine service or dispatch service.

If a bidder does own a CPC to operate a Medallion taxicab in Philadelphia, the bidder will be required to submit an SA-1 only after receiving notice by the Authority of its winning bidder status. Again, all sections of the SA-1 are to be completed unless they pertain to a seller, information concerning limousine service or dispatch service.

**AN APPLICATION FEE IS NOT REQUIRED FOR THE FILING OF A SA-1 FROM A BIDDER OR POTENTIAL BIDDER FOR A TAXICAB MEDALLION SOLD BY THE AUTHORITY.** On the date bids for a taxicab medallion are due, each bidder will be required to submit a bid on a completed MA-1 Form along with a deposit of 10% of the bid amount. The 10% deposit will be deducted from the total amount owed by the winning bidder at closing. The deposit will be returned to any unsuccessful bidder. However, if the winning bidder's SA-1 is not approved by the Authority (e.g. ineligibility due to conviction or arrest, false information provided to the Authority, etc.) or fails to close on the sale of the medallion by the date designated in the Notice of Medallion Sale as a direct result of that winning bidder's delay, the 10% deposit is not refundable. The deposit will be returned to any unsuccessful bidder. Further instructions are provided on the MA-1 Bid Cover form.

**Please fill out the following:**

- a) **Cover page of SA-1 (after instructions) and Numbers 1-9 and 12 of the SA-1.**
- b) **The Applicant's signature box on Page 8.**
- c) **Verification for Applicant on Page 8.**
- d) **Taxicab Applicant Settlement Affirmation**
- e) **The company ownership form on Page 15 if there are any changes since it was last filed with the TLD.**
- f) **Application Checklist**

**Only the winning bidder's SA-1 will be published in the PA Bulletin. A Certificate of Public Convenience will only be issued to the winning bidder after the approval of the SA-1, closing and completion of all requirements, if so requested.**

*(See 52 Pa. Code 1013.31 et seq. for details concerning Medallion Sales by the Authority)*

<b>Continuation of standard SA-1 Instructions</b>
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1. The Philadelphia Taxicab & Limousine enabling statute (Act 94 of 2004) provides that a Certificate of Public Convenience to operate point-to-point Taxicab or Limousine service or Dispatch services within the City of Philadelphia may not be sold or transferred in full or in part to another party unless approved by the Philadelphia Parking Authority ("PPA") (53 Pa.C.S. §§ 5711 & 5741.1). 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 or revocation of the Certificate of Public Convenience (CPC).
2. The application must include a fully filled out checklist of required items. The checklist is included with the application documents. This is the only checklist that can and must be submitted. When you check an item, it means it is included. If you feel that the application can be accepted for filing with a missing item, you must explain why it is not included and how and when you intend to remedy it. That explanation must be included in the accompanying cover letter along with any other explanations as to missing documents, waivers etc.
3. Incomplete applications for any reason other than satisfaction of parking or moving violations and TLD/PUC penalties will be returned to the applicant.
4. **Transfers of Individual Medallion, Partial-Rights Taxicab CPC, Dispatch CPC, Limousine CPC and Stock or Ownership of a CPC Holder:** A non-refundable filing fee of Two Thousand Dollars (\$3,000.00) or 3.5% of the purchase price, whichever is greater must accompany the application.

5. **New Dispatch Certificate Application:** A non-refundable filing fee of Fifteen Thousand Dollars (\$15,000) is required.
6. **New Limousine Certificate Application:** A non-refundable filing fee of Twelve Thousand Dollars (\$12,000) is required and must accompany the application. A reduced fee may be available if more than one limousine right is requested at the same time. A separate application must be filed for each right (see Fee Schedule).
7. No person, partnership, company or corporation may own a Certificate of Public Convenience if the person, partner, company or corporation, or an officer, director, stockholder or key employee of the corporation or member of an LLC has been subject to a conviction as defined in § 1001.10 (relating to definitions) within the five-year and six month period immediately preceding the submission of the application (§ 1011.5). A certified Criminal History Report issued by the PA State Police within 30 days of the SA-1 filing must be submitted for each of the aforementioned persons. For all other states, applicants, partners, directors, officers, stockholders, members and key employees must obtain a certified state-issued Criminal History Report issued within 30 days of the SA-1 filing for all states where each person has resided during the past 5 years.
8. Application must include minutes from both the buyer and seller entities if they are a corporation or an LLC authorizing the transaction, stating that a quorum was present at the meeting, identifying those that were present and their percentage of ownership and must state who is permitted to sign documents concerning this sale. If a signer is anyone other than the majority owner, a power of attorney is required. The owner of the applicant and the seller must appear to sign the SA-1. If the SA-1 is signed using a Power of Attorney, the owner must appear at the closing. The Agreement of Sale must be signed at the same time the SA-1 is filed.
9. For corporations and LLC's, a copy of all stock certificates or certificates of ownership must be submitted as proof of ownership. LLC's must also submit a copy of its operating agreement. These must be signed and dated. Illegible signatures must be identified by a typed name under the signature.
10. Within 30 days of filing the SA-1, the applicant, all corporation or LLC applicants must submit a certificate of good standing from the Pa. Corporate Bureau or similar agency if the entity is registered in a state other than Pennsylvania.
11. A copy of a government issued picture identification card for all parties included in the sale must be submitted with the application. The preferred identification document is a driver license or non-driver photo identification card issued by the state. These documents must be current.
12. The Agreement of Sale shall set forth a description of the transaction including but not limited to the identification number of medallion(s)/right, VIN numbers if vehicles are being transferred, any equipment, the amount to be paid and the payment terms along with the assumption of any debt. All assets being transferred should clearly be described. Lastly, there must be an acknowledgment initialed by all parties that the agreement is subject to the laws and jurisdiction of the Commonwealth, the TLD enabling statute and the regulations and orders of the Authority.
13. A Broker Representation Letter (BR-2) must be presented on or before an application is filed.
14. A written Broker Agreement is required for each client.

15. Bank statements (or the equivalent) of the proposed buyer evidencing ownership of a bank account holding not less than the greater of \$5,000 or 2% of the sale price of the transferable rights in unencumbered and available funds.
16. A credit report from a major credit reporting agency obtained within 30 days prior to the submission of the application. The report must include a credit score of at least 600. A credit report is required for each of the persons identified in 52 Pa. Code §§ 1027.9 (3) & 1059.6 (b) (8).
17. Proof that there are no outstanding and un-appealed civil judgments against any parties required to submit a criminal history report.
18. 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 transfer until the lien is removed OR a commitment letter is received by the lien-holder in writing that the lien will be satisfied from the proceeds of the sale.
19. All TLD & PUC penalties and parking and moving violations issued to the seller as well as all owners, officers, shareholders, directors and key employees for the buyer must be satisfied unless under appeal before a Conditional Approval Letter will be issued. If the buyer has an existing CPC, that CPC must be in good standing and free and clear of any TLD & PUC penalties and parking and moving violations. 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 complaints that are in the process of being contested with the TLD, collateral must be posted with the TLD Office of the Clerk for the full amount of the recommended penalty in order for the closing to be scheduled/completed prior to the hearing officer's final decision.
20. Federal Tax Identification number for the proposed buyer and/or social security number for the applicant' shareholders or members.
21. Any statements found to be untrue will immediately cause the transfer to be rejected. It is the responsibility of the broker and the parties to the application to inform the TLD of any change in the information supplied as soon as the change is discovered.
22. This general purpose application is used as an application for all Certificates of Public Convenience issued by the PPA and for Medallion sales and transfers. Mark any question that does not apply to the service you request as N/A. Do not leave it blank. If an entire page does not apply, it may be removed before submitting the Application. If you are in doubt, leave it in and mark it N/A.
23. When presented with a choice like "president or manager" or "yes or no", circle the appropriate answer or cross out the wrong one.
24. The original application must be typed, no handwritten copies will be accepted. If at any point it becomes necessary to make a handwritten change, that change must be initialed and dated by all parties who signed the printed copy. This will only be acceptable in emergency situations (not for mere convenience).

**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) or  
Christine Kirlin, Esq., Manager of Administration at [ckirlin@philapark.org](mailto:ckirlin@philapark.org).**



APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF PUBLIC CONVENIENCE  
AND OR THE TRANSFER OF TAXICAB, LIMOUSINE OR DISPATCH RIGHTS

**BEFORE THE PHILADELPHIA PARKING AUTHORITY**

**Notice of proposed sale, Notice of Intention to Bid on a New Medallion or issuance of the following Rights:**

(please check all that apply)

**Application for Transfer of Rights**

**Medallion**

**P Numbers:** \_\_\_\_\_

**Airport Transfer**

**Limousine- 9-15 Passenger Vehicle Service**

**Partial Rights Taxicab**

**Dispatch**

**Luxury Limousine**

**Stock Transfer, *see instructions***

Rights Held By: \_\_\_\_\_

Seller – Name of Company or Individual

\_\_\_\_\_  
Seller's – CPC Number

To: \_\_\_\_\_

Applicant – Name of Company or Individual

\_\_\_\_\_  
Applicant – CPC Number if Available

**Application for New Rights**

Type of New Right:

**Airport Transfer Service**

**Dispatch**

**Limousine- 9-15 Passenger Vehicle Service**

**Luxury Limousine Service**

**Medallion Taxicab per Bid Process**

\_\_\_\_\_  
Applicant – Name of Company or Individual

**READ INSTRUCTIONS BEFORE COMPLETING APPLICATION**

1. \_\_\_\_\_  
(Full and correct name of applicant company) (Corporation EIN Number)

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

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

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

5. \_\_\_\_\_  
(Company Telephone Number)

6. Broker for this application is:

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

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

Identify who you represent: Seller  Buyer  Both

All documents for this application will be mailed to the broker and any attorney who has entered an appearance.

7. Applicant (does / does not) own and or operate any other Philadelphia Taxicabs  
(circle one)

List Medallion(s) \_\_\_\_\_ under the following CPC(s):  
(list P-numbers)

\_\_\_\_\_  
(use additional paper if necessary)

8. Buyer is: (check one)

- 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).
- Individual
- Limited Liability Company (LLC) 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 Formation).
- Partnership (Attach a copy of the partnership agreement).

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.

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10. Applicant verifies, swears or 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 or any of the enumerated crimes as defined in §1001.10 in the previous five years. This applies to key employees and holding companies.

11. Seller: \_\_\_\_\_ president, secretary or managing member of \_\_\_\_\_  
(Circle One) (Company Name)

verify, swear or affirm that all affiliated companies and Medallion(s): \_\_\_\_\_ have no outstanding fines, liens or parking or moving violations, unless under appeal.

Identify all matters under appeal: \_\_\_\_\_

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12. Applicant: \_\_\_\_\_ president, secretary or managing member of \_\_\_\_\_  
(Circle One) (Company Name)

verify, swear or affirm that all affiliated companies and Medallion(s): \_\_\_\_\_ have no outstanding fines, liens or parking tickets, unless under appeal.

Identify all matters under appeal: \_\_\_\_\_

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13. Does the applicant and/or any of its shareholders, partners, officers, directors, members and or key employees have a PPA driver certificate? YES / NO- If yes, list below.  
(Circle One)

\_\_\_\_\_  
(Name) (Driver Certificate Number)

\_\_\_\_\_  
(Name) (Driver Certificate Number)

14. The (SELLER / APPLICANT) of CPC or P(s) \_\_\_\_\_,  
(Circle one)

Will be operating said Right or Medallion(s) during the transfer process. (Attach lease if applicable.)

15. Seller: of Medallion(s) P(s) \_\_\_\_\_ verifies, swears and affirms that these Medallions are free and clear of any encumbrances, lawful claims, demands of any person and are not involved in any existing or pending litigation.

WHEREOF, Applicant 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 and requested.

<b>Applicant:</b> _____ <i>(Company Name)</i>
<b>BY</b> _____ <i>(Print Name) (Circle One) (Signature) (Date)</i>
<b>Seller:</b> _____ <i>Company Name</i>
<b>BY:</b> _____ <i>(Print Name) (Circle One) (Signature) (Date)</i>

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

### APPLICANT VERIFICATION OF APPLICATION

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

### SELLER VERIFICATION OF APPLICATION

I, Seller, a majority owner of \_\_\_\_\_, hereby state that the facts above set forth  
*Seller Company Name*

are true and correct to the best of my knowledge, information and belief and that I expect to be able to prove the same at a hearing held in this matter. I understand that the statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities). 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.

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

Print name: \_\_\_\_\_

## FLEET PROGRAM REGISTRATION

*All PPA Medallion holders must be enrolled in the PPA Fleet Program (see 52 Pa. Code 1011.6). Limousine companies may enroll, but are not required to do so. Once you receive your CPC you must contact James Zukowski at Philadelphia Parking Authority 701 Market St., Suite 5400, Philadelphia, PA 19106- Phone number 215-683-9782.*

YOU MUST FILL IN ALL SECTIONS MARKED WITH \*

\*COMPANY NAME: \_\_\_\_\_

\*COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

\*COMPANY/CONTACT PHONE NUMBER: \_\_\_\_\_

\*PRINT NAME: \_\_\_\_\_

\*SIGNATURE: \_\_\_\_\_

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\*P NUMBERS

\*TX PLATES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

*YOU MAY ATTACH ADDITIONAL SHEETS IF NECESSARY*

## **Taxicab Applicant Settlement Affirmation**

*(Initial each affirmation when submitting application)*

Applicant, as a duly authorized owner of \_\_\_\_\_,  
(Company Name)

must initial the below affirmations as a requirement of submitting the application. You will be required to sign this document at settlement verifying that you read and understand the following:

\_\_\_\_\_ **Operation:** All taxicabs under my CPC must be operational at all times. If at any time any of my medallion(s) or medallion/ partial-rights taxicab service will be out-of-service for more than 48 consecutive hours I will inform PPA-TLD Administration and Enforcement. If the medallion or taxicab service is out of service for more than 5 consecutive days, I will file a completed CPC-1 "Voluntary Suspension Application" and pay the applicable application fee.

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

\_\_\_\_\_ **Email:** I understand that I must maintain a valid email address at all times and am aware that PPA correspondence may be sent via email. Yahoo email addresses are unacceptable.

\_\_\_\_\_ **Vehicle Standards:** All my vehicles shall meet the minimum standards required to provide service under the PPA. Taxicabs can remain in service for 8 years or 250,000 miles, whichever comes first.

\_\_\_\_\_ **Insurance:** My insurance will always meet the minimum requirements as set forth in §1025.3(b) of the PPA's regulations. I will have my insurance company send a Form E (proof of insurance) to the PPA. My vehicles will be insured at all times.

\_\_\_\_\_ **Driver Certification:** I will only use PPA certified drivers. I will make sure that my drivers have a valid state driver license and a valid PPA issued driver certificate 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. I will ensure that all of my vehicles, medallion or partial-rights taxicabs, are in compliance with the dispatch company's approved colors and markings.

\_\_\_\_\_ **Certificate of Public Convenience:** I understand that once I have been granted a CPC by the Philadelphia Parking Authority, I will submit all required annual filings or failure to do so may result in being placed out of service.

\_\_\_\_\_ **Awareness of Current Regulations:** I am aware that the regulations are on the PPA website ([www.philapark.org](http://www.philapark.org)).

\_\_\_\_\_ **Assessments:** I have been told that the medallion assessment for the current fiscal year is \_\_\_\_\_ per taxicab. This must be paid annually.

\_\_\_\_\_ **Compliance with Criminal Record Regulations:** A person is ineligible to own any interest in any right issued by the Authority if the person, or a person having a controlling interest in the person or a key employee, has been subject to a conviction as defined in 52 Pa. Code § 1001.10 (relating to definitions) in the past 5 years and for 6 months from the date the convicted person completes the

sentence imposed, including incarcerating, probation, parole and other forms of supervised release (see 52 Pa. Code §1011.5(a)).

## Taxicab Applicant Settlement Affirmations Continued

\_\_\_\_\_ **Parking Tickets:** I am aware that all PPA issued parking citations are my responsibility unless the violations are properly assigned to the appropriate driver through the PPA Fleet Program. Registering with the PPA Fleet Program is mandatory.

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*(To be signed and submitted with transfer application)*

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

By: \_\_\_\_\_ Position: President, Secretary, Managing Member  
*(Circle One)*

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

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

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

**Broker Name:** \_\_\_\_\_

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

(Seal)

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*(To be signed at settlement)*

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

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

## Dispatch Affirmation

\_\_\_\_\_ **Compliance with Criminal Record Regulations:** A person is ineligible to own any interest in any right issued by the Authority if the person, or a person having a controlling interest in the person or a key employee, has been subject to a conviction as defined in 52 Pa. Code § 1001.10 (relating to definitions) in the past 5 years and for 6 months from the date the convicted person completes the sentence imposed, including incarcerating, probation, parole and other forms of supervised release (*see 52 Pa. Code §1011.5(a)*).

\_\_\_\_\_ **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 enrolled in its dispatch service and know who is driving the vehicle in accordance with PPA operating procedures and through a PPA approved meter technology system.

\_\_\_\_\_ **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, members of the dispatch service and/or practice geographic redlining.

\_\_\_\_\_ **Dispatcher Rates:** A dispatcher shall provide a copy of its filed DSP-5 "Dispatcher Rates" to each of its associated drivers and certificate holders. Only the rates identified in the DSP-5 filing may be charged by the dispatcher.

\_\_\_\_\_ **Records & Dispatcher Requirements:** I agree to maintain records as provided in § 1019.14 and comply with all requirements in accordance with the PPA's Regulations, Procedures and Orders, specifically Chapter 1019. Dispatchers. I further understand I will maintain and update all contact information with PPA within 48 hours of any change of phone number, mailing, physical, and/or email address, or facsimile.

\_\_\_\_\_ **Inspection of Facility:** The PPA Enforcement Department inspect the operating location for any dispatcher's certificate applicant and throughout the term of its status as a dispatcher, which shall be located in Philadelphia, or from a location in Pennsylvania within 10 miles of Philadelphia. (*see 52 Pa.Code § 1019.5*).

\_\_\_\_\_ **Awareness of Regulations:** I am aware that the TLD Regulations on the PPA-TLD website ([www.philapark.org](http://www.philapark.org)).

\_\_\_\_\_ **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: \_\_\_\_\_ E-mail \_\_\_\_\_

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

Signature \_\_\_\_\_

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

## Limousine Settlement Affirmation

Applicant, as a duly authorized owner of \_\_\_\_\_,  
(Company Name)

has initialed the below affirmations, as a requirement of submitting the application. I will sign at settlement that I have read and understand the following:

\_\_\_\_\_ **Compliance with Criminal Record Regulations:** A person is ineligible to own any interest in any Right issued by the Authority if the person, or a person having a controlling interest in the person or a key employee, who has been subject to a conviction as defined in §1001.10 (relating to Definitions) in the past 5 years and for 6 months from the date the convicted person completes the sentence imposed, including incarcerating, probation, parole and other forms of supervised release (see 52 Pa.Code §1011.5(a)).

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

\_\_\_\_\_ **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. Yahoo addresses are unacceptable.

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

\_\_\_\_\_ **Insurance:** My insurance will always meet the minimum requirements as set forth in §1025.3(b) of the PPA's regulations. I will have my insurance company send a form E (proof of insurance) to the PPA. My vehicles will be insured at all times.

\_\_\_\_\_ **Driver Certification:** All my PPA certified vehicles 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-TLD regulations and my obligation to comply with them, specifically Subpart C. Limousines beginning at § 1051.1. The Regulations are available on the PPA-TLD website ([www.philapark.org](http://www.philapark.org)).

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

Signature \_\_\_\_\_

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

**LEASE TERMINATION DRIVER AFFIDAVIT**

*(All drivers must be given 2 weeks notice if their lease is going to be terminated as a result of the transfer.)*

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

P or Vehicle #- \_\_\_\_\_ driver 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 Notice Received \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

I, \_\_\_\_\_, verify, swear and affirm that the vehicle and title will be returned to  
(Company Officer)  
the above named driver upon completion of the settlement and removal of the GPS equipment.

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

\_\_\_\_\_  
Date

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

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

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

SEAL

**Taxicab and Limousine Ownership Form**  
*List Company Owners, Officers, Directors & Key Employees*

*If one person holds all the offices, print "same" for the other officers. If a corporation, choose one: "yes or no" on the director line. THE INFORMATION PROVIDED IN THIS SECTION MUST COMPLY WITH APPLICABLE STATE LAWS CONCERNING CORPORATIONS, LLC'S, ETC.*

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

**Current Officers:**

**President or Managing Member** (choose one) (REQUIRED)

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

**Vice President or Member** (choose one)

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

**Secretary or Member** (choose one) (REQUIRED)

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

**Treasurer or Member** (choose one) (REQUIRED)

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

**List any additional Directors and Key Employees here or on a separate sheet of paper. It must include the same information as is required above.**

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

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

*(INSTRUCTIONS- Instructional notes have been inserted to aide you in filling out this tariff. When submitting this tariff to the Authority, please remove all typing in italics).*

**LIMOUSINE SERVICE TARIFF**

Certificate No. \_\_\_\_\_

Submitted On: \_\_\_\_\_

Submitted By: \_\_\_\_\_

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

**BY**

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

**Trading as Name:** \_\_\_\_\_

**President, Secretary, Managing Member:** \_\_\_\_\_  
*(Circle One) (Print Officers Name)*

**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:**

*(Instruction- 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 should say Non Applicable)*

## SECTION 2

### **OPERATING AUTHORITY**

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

#### **THIS TARIFF IS BEING SUBMITTED FOR THE FOLLOWING RIGHT:**

- Limousine Service- Luxury (07)  
To transport, as a common carrier, persons in luxury limousine service, between points in the city and county of Philadelphia, and from points in the city and county of Philadelphia to points in Pennsylvania and from points in Pennsylvania to the city and county of Philadelphia.
  
- Limousine Service in 9-15 Passenger Vehicle (04)  
Local, nonscheduled common carrier by motor vehicle service for passengers rendered in a vehicle capable of seating not less than 9 passengers including the driver and not more than 15 passengers, including the driver, on an exclusive basis which is arranged in advance, between points in the City of Philadelphia, and from points in the City of Philadelphia to points in the Commonwealth of Pennsylvania and return.
  
- Airport Transfer Service (06)  
To transport, as a common carrier on a nonexclusive, scheduled or nonscheduled basis, persons and their luggage in Airport Transfer Service, by the holder of a certificate of public convenience issued by the Philadelphia Parking Authority. Trips will originate or terminate at an airport, railroad station or hotel located in whole or part in Philadelphia.

## SECTION 3

### RULES AND REGULATIONS

*(INSTRUCTIONS- Explain such things as rates (record actual rates in section 5), 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 your rules that customers can see to understand how your company operates as it relates to them. You must abide by these rules and rates).*

## SECTION 4

### VEHICLE DESCRIPTION

*(INSTRUCTIONS- List the type or category of vehicles (not the actual vehicle) 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*

## SECTION 5

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

*(INSTRUCTIONS- In this section you must list, in chart or spreadsheet 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**

(Mark "N/A" where appropriate)

- Medallion Number or Type of Right: \_\_\_\_\_ CPC No. \_\_\_\_\_  
if applicable
- TLD Application & fee for transfer (if applicable). *See current fee schedule on PPA-TLD website).*  
Sale Price: \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Check Amt. (fee) \_\_\_\_\_ Check Date: \_\_\_\_\_
- Agreement of Sale witnessed at TLD. By whom? Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Application, if witnessed at a different time than the Agreement of Sale. By whom?  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Full name of both entities as they appear on the State Corporation Bureau Records:  
**Applicant Company:** \_\_\_\_\_  
**Seller Company:** \_\_\_\_\_
- Copy of escrow check: Amount \_\_\_\_\_ Date \_\_\_\_\_ Ck No. \_\_\_\_\_
- Copy of Stamped Department of State Corporation Bureau registration (*entity summary is acceptable if registration is unavailable*).
- Financial agreement between applicant and finance company (*if applicable*).
- Applicant's company contact information including phone number, mailing and physical addresses 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.
- Applicant's Certified Copy of Minutes, authorizing the purchase of the medallion or right. Current officers must be included for new companies. Election of officers is required for new companies. LLC's are required to submit minutes of their owners' meeting.

- Sellers Certified Copy of Minutes, authorizing the sale of the medallion or right. LLC's are required to submit minutes of their owners' meeting.
- Copy of State issued ID *Applicant*\_\_\_\_\_ *Seller*\_\_\_\_\_
- Business Plan.
- Lease agreement between applicant and seller if the current driver is the applicant.
- List of CPC/medallion numbers that shareholder(s) are associated with.
  - Check for TLD fines or parking and moving violations on associated companies and all required individuals. These must be paid unless under proof is submitted that they are under appeal. Collateral may be required for seller.
- A criminal history record for all corporate officers, directors, partners and stockholders, managers of LLC's and key employees.
- No outstanding PPA penalties, parking or moving violations, or assessments for Applicant, Seller, corporate officers, directors, and stockholders, managers of LLC's and key employees.
  - Collateral for any TLD citations being contested.
    - Applicant
    - Seller
    - Other
- Signed and dated Stock or Ownership Certificates for both applicant and seller.
  - Applicant
  - Seller

**Taxicab Rights**

*(INSTRUCTIONS: Do not send liens or notice of liens to the PPA-TLD)*

- All liens must be filed with the UCC.
- Release of Lien filed with TLD for Seller.
  - All Releases from UCC sight.
  - Commitment letters from lien holders.
- Settlement Affirmation. This must be initialed and signed when submitting the application. It will be signed again at closing.
- 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 must be sent by the insurance company. It must be submitted electronically after CAL is Issued.

- Affidavit of Driver's Awareness of Transfer (*Must be presented before closing*).
  - Copy of Driver's license
  - Copy of Existing Driver's Lease if driver will continue to drive with new owner
  
- A copy of the driver's lease if the business plan states that the new owner will allow the existing driver to driver for him or her (*if applicable*).

### **Limousines**

- Buyer's list of planned vehicles and vehicle information
  
- Assessment must be paid for each vehicle (*an assessment notice will be sent by Administration after settlement explaining how and when the assessment is due*).
  
- Copy of proposed tariff (*be sure to remove PPA instructions when submitting the tariff*).

### **ADDITIONAL REQUIREMENTS FOR ALL NEW CPC'S, For Taxicab, Limousine Service and Dispatch Service**

- Copy of partnership agreement, operating agreement or articles of incorporation, as appropriate.
  
- Financial report demonstrating fitness of all applicants and the business entity.
  - Bank statement evidencing ownership of a bank account or other liquid assets holding not less than the greater of \$5,000 or 2% of the sale price in unencumbered and available funds.
  - Credit Report from a major reporting service showing credit score greater than 600.

**END OF APPLICATION**