



**The Philadelphia Parking Authority
Taxicab and Limousine Division**

2415 S. Swanson Street
Philadelphia, PA 19148
Telephone: 215-683-9785 Fax: 215-863-9490
Email: TLD@philapark.org

Broker Registration Instructions

This application (BR-1) must be submitted for registration with the Philadelphia Parking Authority in order to be certified as a Broker for the taxicab and limousine industry in Philadelphia

The minimum requirements are:

1. Applicant must sign an affirmation form provided by the Authority indicating that he or she will comply with the applicable regulations, procedures and orders of the Authority.
2. The applicant shall provide proof from any government authority that he or she is regulated by, that the applicant is in good standing.
3. At least twenty-one (21) years of age;
4. A citizen or permanent resident of the United States;
5. Of good moral character; and
6. Able to speak, read, write and understand the English language.

INSTRUCTIONS TO BE FOLLOWED IN PREPARING AND FILING THE BR-1 APPLICATION (INCOMPLETE APPLICATIONS WILL BE RETURNED).

1. A non-refundable filing fee of \$1,200.00 is required at the time of filing. Applications without the fee will be returned. The filing fee must be paid by certified check or money order to the Philadelphia Parking Authority. Attorney's checks are acceptable. Upon the issuance of a broker registration, the annual fee is also \$1,200.00.
2. Before filling out the application, please read the PPA Regulations relating to brokers at 52 Pa. Code Chapter 1029.
3. Per the regulations, a \$50,000.00 bond is required.
4. If you need help or have any questions, you may call TLD Director Heidi Robb at 215-683-9799.
5. Submit with this application: (1) a criminal history report; (2) copies of the applicant's driver's license and social security card; and (3) a resume detailing the applicant's work history for the five years preceding the filing of the BR-1 as well as any education or earlier work history that may help clarify your qualifications to be a broker.
6. An original application must be filed in person with the Director of the Taxicab and Limousine Division at the Philadelphia Parking Authority, 2415 S. Swanson Street, Philadelphia, PA 19148.

STATEMENT OF FINANCIAL CONDITION

Balance Sheet as of _____.

ASSETS

Current Assets:

Cash				_____
Accounts Receivable				_____
Notes Receivable				_____
Other Current Assets (Specify)				_____
Total Current Assets				_____

Tangible Assets

Land				_____
Office Equipment				_____
Less Accumulated Depreciation	-	_____	=	_____
Buildings and Structures				_____
Less Accumulated Depreciation	-	_____	=	_____
Investments and Funds (Specify)				_____
Intangible Assets				_____
Other Assets (Attach Schedule)				_____
Total Assets				_____

LIABILITIES

Current Liabilities (Liabilities due within one year of date)

Accounts Payable				_____
Notes Payable				_____
Other Liabilities (Attach Schedule)				_____
Total Current Liabilities				_____

Long Term Liabilities (Liabilities due after one year of date)

Accounts Payable				_____
Notes Payable				_____
Other Liabilities (Attach Schedule)				_____
Total Long Term Liabilities				_____
Total Liabilities				_____

Net Worth (Partnerships and Individuals) _____

OWNERS EQUITY (Corporations Only)

Capital Stock				_____
Additional Paid-in Capital				_____
Retained Earnings				_____
Less: Treasury Stock				_____
Total Owners Equity				_____
Total Liabilities and Owners Equity				_____

STATEMENT OF FINANCIAL CONDITION
Income Statement 12 Month Period ending _____.

Revenue and Gains

Operating Revenue	_____
Net Revenue (non-carrier operation)	_____
Dividend and Interest Revenue	_____
Other Non-Operating Revenue	_____
Gains	_____
Total Revenue and Gains	_____

Expenses

Equipment	_____
Insurance	_____
Employee Salaries	_____
Supervisory Salaries	_____
Officer Salaries	_____

Materials and Supplies

General Office	_____
Advertising	_____
Telephone	_____
Professional Fees	_____
Uncollectible Revenue	_____
Depreciation	_____
Operating Taxes and Licenses	_____
Rent	_____
Loss	_____
Total Operating Expense and Losses	_____

Net Income before Taxes	_____
Provision for Income Taxes	_____
Net Income	_____

VERIFICATION

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: _____

BROKER AFFIRMATION

I, _____, as an individual have initialed each affirmation and signed the below verification that I have read and understand each of the following:

_____ **Compliance with Criminal Record Regulations:** The TLD must be informed immediately if the above individual applicant or any, officer or key employee is convicted or charged of a crime as enumerated in 52 Pa. Code § 1001.10 (relating to definitions – conviction).

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

_____ **Contact Information:** I will maintain and update all contact information with TLD within 48 hours of any change of phone number or addresses or any other contact information.

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

_____ **Insurance:** My insurance limits (Bond) shall at least meet the requirements set forth in the TLD regulations. It is my responsibility to make these insurance requirements known to my insurer.

_____ **Awareness of Regulations:** I attest that I am aware of the PPA regulations and my obligation to comply with them, including those at 52 Pa. Code Chapter 1029 (relating to Brokers).

_____ **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 broker registration that may not be in the public interest.

VERIFICATION

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: _____