



## 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).**
- b) **The Applicant's signature box.**
- c) **Verification for Applicant.**
- d) **Taxicab Applicant Settlement Affirmation**
- e) **The company ownership form 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 the satisfaction of parking or moving violations and TLD 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 (\$2,000.00).
5. **New Dispatch Certificate Application:** A non-refundable filing fee of Seven Thousand Five Hundred Dollars (\$7,500.00) is required.

6. **New Limousine Certificate Application:** A non-refundable filing fee of Seven Thousand Five Hundred Dollars (\$7,500.00) 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 the current fiscal year Fee Schedule at [www.philapark.org/tld](http://www.philapark.org/tld)).
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 LLCs, a copy of all stock certificates or certificates of ownership must be submitted as proof of ownership. LLCs must also submit a copy of their 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's 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) or Notice of Appearance if represented by an Attorney must be presented on or before an application is filed. Also, a written Broker Agreement (BR-3) is required for each client.
14. 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.

15. 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).
16. Proof that there are no outstanding and unappealed civil judgments against any parties required to submit a criminal history report.
17. 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.
18. All TLD 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 Board Order will be issued. If the buyer has an existing CPC, that CPC must be in good standing and free and clear of any TLD penalties and parking and moving violations. If the buyer holds a PPA-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.
19. Federal Tax Identification number for the proposed buyer and/or social security number for the applicant's shareholders or members.
20. 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.
21. 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.
22. When presented with a choice like "president or manager" or "yes or no", circle the appropriate answer or cross out the wrong one.
23. 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).
24. PPA Medallion holders engaging in the leasing of a taxicab to a taxicab driver shall enroll in the Authority's fleet program (see 52 Pa. Code § 1011.6). Limousine companies may enroll but are not required to do so. You may submit the fleet application by email to [PPAFleetProgram@philapark.org](mailto:PPAFleetProgram@philapark.org) or mail to Philadelphia Parking Authority, Fleet Processing Department, P.O. Box 936, Philadelphia, PA 19105-0936. The application may be obtained at: [https://philapark.org/wp-content/uploads/220510\\_Fleet-Program-Application.pdf](https://philapark.org/wp-content/uploads/220510_Fleet-Program-Application.pdf).

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE COMPLETING THIS APPLICATION, YOU MAY CONTACT: Peter Carnival, Director, at [PCarnival@philapark.org](mailto:PCarnival@philapark.org)



## **APPLICATION CHECKLIST**

(Mark "N/A" where appropriate)

- Medallion Number or Type of Right: \_\_\_\_\_  
if applicable
- TLD Application & fee for transfer (if applicable). *See the 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: \_\_\_\_\_
- Application, if witnessed at a different time than the Agreement of Sale. By whom?  
Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Full name of both entities as they appear on the State Corporation Bureau Records:  
**Applicant Company:** \_\_\_\_\_ CPC No.: \_\_\_\_\_  
**Seller Company:** \_\_\_\_\_ CPC No.: \_\_\_\_\_
- 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*). Also, copy of partnership agreement, operating agreement or articles of incorporation, as appropriate.
- Financial agreement between applicant and finance company (*if applicable*).
- 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.
- 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
- 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.

### **Taxicab Rights**

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

- 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 Board Order is issued.

### **Limousines**

- Buyer's Intended Vehicle List
  
- Copy of proposed tariff (*be sure to remove PPA instructions when submitting the tariff*).

**END OF APPLICATION**



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

2415 S. Swanson Street  
Philadelphia, PA 19148  
Telephone: 215-683-9653 Fax: 215-683-9568  
Email: [TLD@philapark.org](mailto:TLD@philapark.org)

**BROKER - LETTER OF REPRESENTATION**

This document gives Broker \_\_\_\_\_, the right to represent me in the sale or purchase, transfer or obtaining of new rights at the Philadelphia Parking Authority, Taxicab and Limousine Division:

Check all that apply:

Medallion Sale  List P numbers \_\_\_\_\_

Limousine Rights  Specific Right \_\_\_\_\_

Dispatch Rights

Term of Representation: \_\_\_\_\_

Applicant is buyer  Seller

Brokers cannot give legal advice. If you do not understand this agreement, you should consult an attorney before signing.

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Acceptance by Buyer or Seller

\_\_\_\_\_  
Owner of Company – Print Name

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

This form must be signed before a notary.





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

2415 S. Swanson Street  
Philadelphia, PA 19148  
Telephone: 215-683-9653 Fax: 215-683-9568  
Email: [TLD@philapark.org](mailto:TLD@philapark.org)

**BROKER AGREEMENT ADDENDUM**

By the signing of the agreement, the parties have set the terms as to the scope of services to be performed and the consideration to be paid by each client upon completion of the closing or in the case of a default the obligations of all concerned.

Rights being transferred or applied for: \_\_\_\_\_

Parties represented: Buyer or applicant  Seller  Both parties

Names of parties, their title and the company they represent.

\_\_\_\_\_  
name title company

\_\_\_\_\_  
name title company

\_\_\_\_\_  
name title company

\_\_\_\_\_  
name title company

\_\_\_\_\_  
TERM OF AGREEMENT:

IS THIS AN EXCLUSIVE LISTING? YES  NO

Services to be performed by Broker:

1. Confirm the validity of any power of attorney to be used to establish this relationship or to aid in the completion of the transfer or obtaining of new rights.
2. **IF THIS IS AN EXCLUSIVE LISTING IT MAY NOT BE EXTENDED BEHOND THE TERMINATION DATE HEREIN SET. IT MAY ONLY BE EXTENDED BY THE SIGNING OF A NEW BR-3.**
3. The following are the additional obligations and who is responsible to pay and carry them out, or attached to this form is a signed contract which includes all the terms as requires by §1029.10 of the Regulations.
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

All parties represented as stated above must sign below.

\_\_\_\_\_  
date

\_\_\_\_\_  
date

\_\_\_\_\_  
date

\_\_\_\_\_  
date

\_\_\_\_\_  
Broker date

**BEFORE THE  
PHILADELPHIA PARKING AUTHORITY**

**In the Matter of:**

[Docket, File or other identifying No.:]

**Notice of Appearance**

Please enter my appearance in the above-designated matter on behalf of:

I am authorized to accept service on behalf of said party in this matter

[CHECK ONE]

[ ] On the basis of this notice, I request a copy of each document hereafter issued by the Authority in this matter.

[ ] I am already receiving or have access to a copy of each document issued by the Authority in this matter (alone, or in a consolidated proceeding) and do not on the basis of this notice require an additional copy.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (Printed)**

\_\_\_\_\_  
**P.O Box/Address**

\_\_\_\_\_  
**City, State and Zip Code**

\_\_\_\_\_  
**Telephone Number** (including area code)

\_\_\_\_\_  
**Telefacsimile Number** (including area code)

\_\_\_\_\_  
**Pennsylvania Attorney I.D. No./  
Other Jurisdiction(s) Admitted**

\_\_\_\_\_  
**Email Address**

**\*\*Change of Information:** Any change of information provided in this notice which occurs during the course of the proceeding shall be reported to the Clerk and the parties promptly.

**\*\*Certificate of Service:** If this Notice of Appearance is being filed after a proceeding has begun, it must be served on all parties to the proceeding and filed with the Clerk along with a certificate of service.

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**For Authority Use Only:**

Notice Filed with the Office of the Clerk on:

\_\_\_\_\_  
**Clerk**



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

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 PPA CPC or Registered PPA entity, state name of carrier(s), and nature of control or affiliation. (list CPC name, medallion number, title/affiliation) **example: Robert Hicks/XYZ Cab Company/P-1234, Secretary.**

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

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. Seller: \_\_\_\_\_ president, secretary or managing member of  
*(Circle One)*  
\_\_\_\_\_  
*(Company Name)* verify, swear or affirm 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.

10. Applicant: \_\_\_\_\_ president, secretary or managing member of  
*(Circle One)*  
\_\_\_\_\_  
*(Company Name)* verify, swear or affirm 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. 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)*

12. The (SELLER / APPLICANT) of CPC or P(s) \_\_\_\_\_, will be operating  
*(Circle one)*  
said Right or Medallion(s) during the transfer process. *(Attach lease if applicable.)*

**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)</i> <i>(Title)</i> <i>(Signature)</i> <i>(Date)</i>
<b>Seller:</b> _____ <i>Company Name</i>
<b>BY:</b> _____ <i>(Print Name)</i> <i>(Title)</i> <i>(Signature)</i> <i>(Date)</i>

## APPLICANT VERIFICATION OF APPLICATION

Applicant, a majority owner of \_\_\_\_\_, hereby states 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.

The 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: \_\_\_\_\_

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



# 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 350,000 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, driver eligibility requirements are met pursuant to 53 PA.C.S. § 57B02(C)(10). I am aware that Medallion owners shall be required to conduct or have a third party conduct annual criminal background and driving history checks for all drivers operating under the Owner’s medallion.

\_\_\_\_\_ **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:** Per 53 Pa.C.S. § 57B02(C)(1)(I) Medallion Assessments for each fiscal year is 1% of the Annual Gross Operating Revenue of a Medallion Owner. Assessments may only be made upon the fare collected and shall not include tips and tolls. Assessment payments may be made payable to the Authority in a lump sum or on a quarterly basis.

\_\_\_\_\_ **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)*).

\_\_\_\_\_ **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. PPA Medallion holders engaging in the leasing of a taxicab to a taxicab driver shall enroll in the Authority's fleet program (see 52 Pa. Code § 1011.6). Limousine companies may enroll but are not required to do so.

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(To be signed and submitted with transfer application)

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

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

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

**Broker/Attorney Name:** \_\_\_\_\_

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

-----  
(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 53Pa.C.S. § 57B02(C)(4) 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.

\_\_\_\_\_ **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



<b>YEAR, MAKE MODEL</b>	<b>VIN NUMBER</b>	<b>STATE &amp; LICENSE PLATE NO.</b>	<b>MILEAGE</b>	<b># OF PASSENGERS</b>	<b>CHECK IF VEHICLE IS A STRETCH</b>	<b>STICKER # PPA USE ONLY</b>

I, \_\_\_\_\_, hereby state that the facts above set forth are true and correct (or 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). I also affirm that I have read and understood all of the instructions and requirements for filing this application.

**SIGNATURE** \_\_\_\_\_ **TITLE/POSITION** \_\_\_\_\_ **DATE** \_\_\_\_\_

If filing electronically, you may type your name & understand that it has the same effect as submitting this application with a signature

## 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 local nonscheduled common carrier by motor vehicle, a holder of a limousine certificate of public convenience issued by the Philadelphia Parking Authority to provide limousine service rendered in luxury-type vehicles as provided in 52 Pa. Code §1053.23 (relating to vehicle and equipment requirements), on an exclusive basis, arranged for in advance, for persons and their baggage between points in Philadelphia, and from points in Philadelphia to points in Pennsylvania and return.
  
- Limousine Service in 9-15 Passenger Vehicle (04)  
To transport, as a local nonscheduled common carrier by a holder of a limousine certificate of public convenience issued by the Philadelphia Parking Authority to provide limousine service, on an exclusive basis arranged for in advance, persons and their baggage in vehicles capable of seating not less than 9 passengers including the driver and not more than 15 passengers, including the driver, between points in Philadelphia, and from points in Philadelphia to points in Pennsylvania and return.
  
- Airport Transfer Service (06)  
To transport, as a common carrier by motor vehicle, a holder of a limousine certificate of public convenience issued by the Philadelphia Parking Authority to provide airport transfer service, on a nonexclusive, scheduled basis, for persons and their baggage, on trips which originates or terminates at an airport, railroad station or hotel located in whole or part in Philadelphia, using vehicles in accordance with 52 Pa. Code Chapter 1055 and that have been approved by the Authority.



## 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).*



## FLEET PROGRAM APPLICATION

### Fleet Program:

The City of Philadelphia offers companies owning multiple vehicles a way of paying and appealing vehicle violations on a month-by-month basis.

### Enrollment Eligibility:

**Applicant must fall into one of the following classifications:**

1. Contractor
2. Rental/ Leasing company
3. City Government
4. Taxi/Limousine
5. Non-contractor (delivery service)
6. Government Agency

**Applicant must satisfy the following requirements:**

1. Commercial Fleet requires a minimum of five (5) vehicles. \*
2. Sedan Fleet must have a minimum of five (5) vehicles. \*
3. Companies must resolve all outstanding parking tickets before registration into the program can begin.
4. All vehicles enrolled must be registered to the company and not to an individual.

*\*Excluding Taxicab & Limousines (no minimum).*

Revised: *September 9, 2020*  
*December 12, 2021*  
*May 10, 2022*  
*October 24, 2022*

## **How the Fleet Program works:**

Companies meeting all criteria, may submit an application which should include the company's name, address, state and license plate information for each vehicle to be enrolled. Companies wishing to enroll must also provide current vehicle registrations for each vehicle they wish to enroll. The completed application and accompanying information can be emailed to [PPAFleetProgram@philapark.org](mailto:PPAFleetProgram@philapark.org) or mailed to:

Philadelphia Parking Authority  
Fleet Processing Department  
PO Box 936  
Philadelphia, PA 19105-0936

Once your account is established, you will receive instructions via email for enrollment of your vehicles.

Invoices are sent out monthly via e-mail or USPS to each registered fleet company. The invoice lists all unpaid violations. The invoice needs to be resolved within 30 days of the generated date. Payment can be sent prior to the due date to:

Philadelphia Parking Authority  
Fleet Processing Department  
PO Box 936  
Philadelphia, PA 19105-0936

Mailed payments should include a copy of the invoice. On-line payments can be made on [www.philapark.org](http://www.philapark.org).

## **Contesting Violations:**

If a registered fleet company wishes to contest a violation, they must send a separate request containing relevant information such as the ticket number, license plate information and the reason why they are contesting to [PPAFleetProgram@philapark.org](mailto:PPAFleetProgram@philapark.org) or mailed to:

Philadelphia Parking Authority  
Fleet Processing Department  
PO Box 936  
Philadelphia, PA 19105-0936

Failure to respond in a timely manner to any of the above regulations will subject the Fleet Company to penalties, monetary and/or otherwise, as prescribed by law, including but not limited to the impoundment of vehicles by booting or towing and suspension of the company from the fleet program for six months.

Revised: *September 9, 2020*  
*December 12, 2021*  
*May 10, 2022*  
*October 24, 2022*

### **Rental and Taxicab/Limousine Change of Responsibility:**

To be compliant with Section 12-2804(8) of the Philadelphia Traffic Code, the registered fleet company must either:

(a.) supply the correct and complete renter's information (see Guidelines for Fleet Change of Responsibility) as required and return the report to Philadelphia Parking Authority, Fleet Processing Department, PO Box 936, Philadelphia, PA 19105-0936, prior to the due date listed on the invoice; or

(b.) pay all violations prior to the due date for which complete renter(s) information is not supplied. Payment should be sent prior to the due date to Philadelphia Parking Authority, Fleet Processing Department, PO Box 936, Philadelphia, PA 19105-0936. Please be advised, an enclosed copy of this report should be included with the payment to ensure proper accounting.

### **Guidelines for Fleet Change of Responsibility:**

Registered fleet companies are required to supply the name and address of the responsible party within 30 days of the generated date of the invoice. If the information is not supplied within 30 days, the registered fleet company will be held responsible for the ticket(s). Please refer to Philadelphia Traffic Code Section 12-2804(8).

The change of responsibility can only be done one time. The registered fleet company is responsible for providing accurate names and addresses for the renter(s) or responsible party.

If the name and address provided is returned to the Parking Violations Branch (PVB) as "undeliverable" by USPS, the responsibility will remain with the registered fleet company permanently.

Foreign addresses are not accepted for change of responsibility.

### **Registration:**

Please note, if a vehicle not registered under the program received a violation, the above regulations **do not apply**. Each vehicle must be properly registered in order to participate in the fleet program. It is the registered fleet company's responsibility to maintain the integrity of their account.

Revised:        *September 9, 2020*  
                     *December 12, 2021*  
                     *May 10, 2022*  
                     *October 24, 2022*

By signing this enrollment form, you agree on behalf of:

\_\_\_\_\_, to the terms and conditions of the Philadelphia Parking Authority's Fleet Program:

Fleet Number: \_\_\_\_\_  
(Will be filled in by the Authority)

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

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

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

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

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

<b>Philadelphia Parking Authority</b>	
Name: _____	Title: _____
Signature: _____	Date: _____

Revised: *September 9, 2020*  
*December 12, 2021*  
*May 10, 2022*  
*October 24, 2022*



# REGISTRATON FORM FLEET PROGRAM

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

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

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

Contact Telephone Number: \_\_\_\_\_

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

**PHILADELPHIA PARKING AUTHORITY USE ONLY:**

Company ID code: \_\_\_\_\_

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

Initial: \_\_\_\_\_