RENTAL PROGRAM

RENTAL COMPANY INITIAL ENROLLMENT APPLICATION

Mail to: NYC Department of Finance, Rental Program, 66 John Street, 3rd Floor, New York, NY 10038

Use this application to enroll your company in the Rental Program. Upon receipt of this application, we will send you a bill listing your summonses. You will then have 30 days to resolve these summonses by: (1) paying all summonses you choose not to contest, and/or (2) scheduling hearings for summonses you to choose to contest **(if eligible)**, and paying any of those found guilty.

You must provide:

- Registration fee
- Plate list
- A blank rental agreement
- Corporate by laws
- Certificate of corporation documents
- A **lease rider is required** if the plate(s) being enrolled are leased, and registered to a different owner name.

If you need assistance completing forms or have any questions, please contact the Fleet/Rental Unit at **212-291-2578**.

SECTION I - ENROLLMENT CONTACT INFORMATION

1. Lessor's Name:

2. D/B/A Name (if different):

3. Business Type: Check one of the boxes below and write in the SSN and/or EIN as indicated.

a. ❑ Sole Proprietorship   Social Security Number:

b. ❑ Partnership   Social Security Number: and   Employer Identification Number:

c. ❑ Corporation   Employer Identification Number:

4. Business Address: City: State: Zip Code:

5. Contact Name:

6. Telephone Number: 7. E-mail Address:

8. Bank Name:

9. Bank Address: City: State: Zip Code:

SECTION II - CORPORATE CERTIFICATION

The undersigned affirms that the lessor is in the business of renting and/or leasing vehicles and that all of the vehicles that will be enrolled in the Car Rental Program will be used for rental or leasing purposes.

_____   _____
Print Name of Corporate Officer   Title

_____   _____
Corporate Officer's Signature   Date

SECTION III - FEE INFORMATION

Complete Section IV before completing this Section

1. Enter number of **Plates** enrolled (total # listed as "A" in Trans Code column in Section IV below): _____

2. Enter total enrolled **Months** (Effective Date column in Section IV below):   _____

3. Multiply **Plates X Months** (multiply total on Line 1 by total on Line 2):   _____

4. Amount Enclosed (should equal total on line 3): $ _____   5. Check Number: _____

SECTION IV - VEHICLE PLATE INFORMATION

Enter the vehicle Plate Number, State and Plate Type for each vehicle. Enter Ø for Zero.

TRANSACTION CODES: **A** - ADD PLATE (additions should be as of 1st of the month only)

T - TERMINATE PLATE (terminations as of the end of the month)

TRANS CODE	PLATE NUMBER	STATE	PLATE TYPE	ADDITION EFFECTIVE DATE (FORMAT MMDDYYYY)	TERMINATION EFFECTIVE DATE (FORMAT MMDDYYYY)	For Car Rental Unit Use Only
						Termination Date:
						# of "A" Keyed:
						# of "T" Keyed:
						Keyed by: