NEW YORK CITY DEPARTMENT OF FINANCE • PROGRAM OPERATIONS DIVISION



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

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. Business Type: Check one of the bo	xes below and write in t	he SSN and/or EIN as	indicate	d.					
a. 🖵 Sole Proprietorship									
b. 🖵 Partnership	Social Security N	umber:	and	Employer Ide	ntification Number:				
c. 🖵 Corporation	Employer Identific	cation Number:							
3. Business Address:		City:		State:	Zip Code:				
4. Contact Name:		1							
5. Telephone Number:		6. E-mail Address:							
7. Bank Name:		1							
8. 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					
-	TION III - FEE INFO		ΓΙΟΝ						
Comple	ete Section IV before com	oleting	this Section						
			al # listed as "A" in Trans Cod		V 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:									
SEC	TION IV - VEHICLE	PLAT	E INFORMATION						
			ate and Plate Type for eac		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)						For Car Rental			
TRANS CODE	PLATE NUMBER	STATE	PLATE TYPE	ADDITION EFFECTIVE DATE (FORMAT MMDDYYYY)	TERMINATION EFFECTIVE DATE (FORMAT MMDDYYYY)	Unit Use Only			
						Termination Date:			
						# of "A" Keyed:			
						# of "T" Keyed:			
						Keyed by:			