

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 boxes below and write in the SSN and/or EIN as indicated.
a. $\square$ Sole Proprietorship
Social Security Number:

b. Partnership $\square$ Employer Identification Number:
$\square$
c. Corporation
Employer Identification Number:


| 3. Business Address: | City: | State: | Zip Code: |
| :--- | :--- | :--- | :--- |

4. Contact Name:

| 5. Telephone Number: | 6. E-mail Address: |  |
| :--- | :--- | :--- | :--- |
|  |  |  |
| 7. Bank Name: |  |  |

## 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

Corporate Officer's Signature

## 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): \$ $\qquad$ 5. Check Number: $\qquad$
SECTION IV - VEHICLE PLATE INFORMATION
Enter the vehicle Plate Number, State and Plate Type for each vehicle. Enter 0 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) | Unft Jse <br> (0) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | remination Date: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | \# of "A" Keye |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | T'Keyed: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | Keyed by: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

