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 Christine Kirlin at 215-683-9653.

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.
Application for Broker Registration

Only individuals may register as a broker.

1. ____________________________________________________________
   FULL NAME OF APPLICANT

2. ___________________________  _______________________________
   DATE OF BIRTH    SOCIAL SECURITY NUMBER

3. _____________________________________________________________
   MAILING ADDRESS

4. _____________________________________________________________
   PHYSICAL ADDRESS IF DIFFERENT THAN MAILING ADDRESS

5. ________________________________  _____________________________
   E-MAIL ADDRESS    FAX NUMBER

6. ________________________________  _____________________________
   PHONE NUMBER    CELL PHONE NUMBER

7. U.S. Citizen or permanent resident  ___Y  ___N
   (Attach documentation of citizenship card or residency status and Social Security card. Copies are acceptable.)

8. If applicant is affiliated with any PPA Certificates of Public Convenience, fill in PPA number and carrier type:
   ________________________________

9. If applicant is affiliated with any PUC Certificate of Public Convenience, fill in Docket Number and carrier type:
   ________________________________

10. IF APPLICANT HOLDS INTERSTATE OPERATING AUTHORITY, FILL IN FEDERAL MOTOR CARRIER NUMBER ________.

11. ATTORNEY’S NAME ________________________________
    TELEPHONE NUMBER ________________________________
    ADDRESS ___________________________________________
    (Leave # 10 blank if you wish to have all correspondence and notice of process mailed directly to you.)

12. List of all banks with addresses and phone numbers for the branch which will hold the escrow accounts for the applicants.
### 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
  - **Total Tangible Assets**

#### Intangible Assets
- Investments and Funds (Specify)
- **Total 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**

Net Worth (Partnerships and Individuals)

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

**Total Liabilities and Owners Equity**
### Revenue and Gains

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td></td>
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<tr>
<td>Net Revenue (non-carrier operation)</td>
<td></td>
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<tr>
<td>Dividend and Interest Revenue</td>
<td></td>
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<tr>
<td>Other Non-Operating Revenue</td>
<td></td>
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<tr>
<td>Gains</td>
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<tr>
<td><strong>Total Revenue and Gains</strong></td>
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### Expenses

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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Equipment</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Employee Salaries</td>
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<tr>
<td>Supervisory Salaries</td>
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<tr>
<td>Officer Salaries</td>
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<tr>
<td><strong>Materials and Supplies</strong></td>
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<tr>
<td>General Office</td>
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<tr>
<td>Advertising</td>
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<td>Telephone</td>
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<tr>
<td>Professional Fees</td>
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<tr>
<td>Uncollectible Revenue</td>
<td></td>
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<tr>
<td>Depreciation</td>
<td></td>
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<tr>
<td>Operating Taxes and Licenses</td>
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<tr>
<td>Rent</td>
<td></td>
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<tr>
<td>Loss</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expense and Losses</strong></td>
<td></td>
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</tbody>
</table>

### Net Income before Taxes

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Net Income before Taxes</td>
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### Provision for Income Taxes

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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Provision for Income Taxes</td>
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### Net Income

<table>
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<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>Net Income</td>
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</table>
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: ________________________________________