

Inspector of Carriages Notice



Number: IOC-08-04

Date: August 29, 2008

Post/Mention: Indefinite

SUBJECT: Medallion Transfer Procedures

In accordance with Boston Police Department Rule 403 the Inspector of Carriage establishes the following list of required documents for Boston Licensed Hackney Carriage Medallion transfers.

Captain Robert W. Ciccolo Jr.
Inspector of Carriages

MEDALLION TRANSFER CHECKLIST

REGULAR TRANSFER

1. Corporation Information Form and Cover Letter form Attorney
2. Request for Transfer Documents (blue form – 2) *given by Hackney Carriage Unit*
3. Request for Recognition of New Corporation (pink forms – 2) - *given by Hackney Carriage Unit*
4. Copy of the Purchase and Sale Agreement
5. Clerk Certificate / Copy of Articles of Organization
6. Affidavit Certificate
7. Certificate of Legal Existence (Certificate by the Commonwealth of State House)
8. Copies of Loan Documents (bank lender)
9. Lease Agreement Questionnaire
10. Sellers Transfer Fee- \$250.00 / Made out to the “ City of Boston.”

STOCK TRANSFER

- *New Officers / New Stock Holder - not listed currently on Medallion*
 - *No Changes to the Corporation*
 - *The Purchase and Sale agreement states \$1.00 and other consideration.*
11. Corporation Information Form and Cover Letter form Attorney
 12. Request for Transfer Documents (blue form – 2) *given by Hackney Carriage Unit*
 13. Request for Recognition of New Corporation (pink forms – 2) - *given by Hackney Carriage Unit*
 14. Copy of the Purchase and Sale Agreement
 15. Clerk Certificate / Copy of Articles of Organization
 16. Affidavit Certificate
 17. Certificate of Legal Existence (Certificate by the Commonwealth of State House)
 18. Copies of Loan Documents (bank lender)
 19. Lease Agreement Questionnaire
 20. Sellers Transfer Fee- \$250.00 / Made out to the “ City of Boston.”

INTERNAL CHANGES

When there are internal corporate changes, i.e.

- *One stockholder is removed - NO FEE*
 - *Adding a Spouse or child*
1. *Cover Letter explaining the change*
 2. *The Pink Form (Request for New Corporation / stock change) is created to show a new structure of the corporation.*

3. Clerk Certificate / Copy of Articles of Organization
4. \$20.00 Fee

TRANSFER – COURT ORDER

- ***Court Order is substituted for the purchase and sales agreement.***
1. Corporation Information Form and Cover Letter form Attorney
 2. Request for Transfer Documents (blue form – 2) *given by Hackney Carriage Unit*
 3. Request for Recognition of New Corporation (pink forms – 2) - *given by Hackney Carriage Unit*
 4. Copy of the Purchase and Sale Agreement
 5. Clerk Certificate / Copy of Articles of Organization
 6. Affidavit Certificate
 7. Certificate of Legal Existence (Certificate by the Commonwealth of State House)
 8. Copies of Loan Documents (bank lender)
 9. Lease Agreement Questionnaire
 10. Sellers Transfer Fee- \$250.00 / Made out to the “ City of Boston.”

FORCLOSURE SALE

1. Corporation Information Form and Cover Letter form Attorney
2. Copies of notices of default and Foreclosure
3. Copies of notice of auction sale
4. Auctioneer sales statement
5. Request for Transfer Documents (blue form – 2) *given by Hackney Carriage Unit*
6. Request for Recognition of New Corporation (pink forms – 2) - *given by Hackney Carriage Unit*
7. Affidavit Certificate
8. Copies of Loan Documents (bank lender) – buyer
9. Lease Agreement Questionnaire
10. Sellers Transfer Fee- \$250.00 / Made out to the “ City of Boston.”

For “Regular Transfers”, “Foreclosure Sales”, “Court Order Transfers”

STEP II:

Buyer (New Owner) needs to provide the Hackney Carriage Unit with the following information:

1. Hackney Carriage Unit Application filled out completely
2. Insurance Verification Form – Signed and Stamped

- 3.** Radio Association Form
- 4.** Copy of the Title Policy (*signed and approved by a Police Officer*)
- 5.** Copy of the Registration
- 6.** Copy of the lease (*if leased*)
- 7.** New owner pays \$250.00 (\$100 to The City of Boston and \$150 to Boston Taxi Industry Elderly Program, *B.T.I.E.P*) (*staple receipt to package*)