

## LEASE INSTRUCTIONS

Please follow the following instruction carefully.  
Incomplete lease forms will not be processed.

**LESSOR = owner of the certificate**  
**LESSEE = person leasing the authority**

The opening paragraph must be completed with the date, full name of the Lessor and the Lessor's address, the full name, including any business name, and the address of the Lessee. The Lessee will receive permission to operate in the exact name shown on this section of the lease. If no 'dba' is shown on the lease form then one may not be used in the operation of the lease.

- (1) The PSC number being leased must be shown, including any reference to a Sub number. A copy of the authority must be attached.
- (2) The term of the lease may not be less than 30 days nor more than 12 months (1 year). Leases may be renewed with Commission approval.
- (3) The same exhibit number used in (1) above is also shown here.
- (4) An amount must be shown. This is the monetary amount agreed to by the parties to this lease.
- (5) No additional information required in this paragraph.
- (6) No additional information required in this paragraph.
- (7) Insurance amounts appropriate to the authority being leased must be shown. Liability (bodily injury and property damage) insurance is required for all class of carriers. Cargo coverage is required on certain authorities. If you have questions on the limits required or type of coverage required, please contact this office.
- (8) No additional information required in this paragraph.
- (9) No additional information required in this paragraph.
- (10) No additional information required in this paragraph.
- (11) No additional information required in this paragraph.
- (12) Address as shown in the opening paragraph are also shown here.
- (13) No additional information required in this paragraph.
- (14) No additional information required in this paragraph.

The signature of both the Lessor (or its authorized representative) and Lessee (or its authorized representative), together with their respective titles and telephone number(during normal business hours) must be completed.

No operations may be conducted under the lease until the Lessee is so advised by this office.