



DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA TRANSPORTATION AUTHORITY

September 3, 2020

To All Certificated Taxicab Operators:

Pursuant to NRS 706.473(2) and NAC 706.3753, any carrier who enters into a lease agreement with an independent contractor must submit a copy of that lease agreement to the Nevada Transportation Authority (“NTA”) for approval. **The lease agreement must be submitted on a pre-approved template and does not become effective until approved by the NTA.**

Please note the following procedures concerning the NTA’s approval of lease templates and lease agreements:

Step 1 - Lease Templates:

1. A copy of the NTA’s model template is attached. The model template can also be found on the NTA’s website. ***Please notify our office if you intend on using the model template.***
2. If a Carrier chooses to draft their own template, proposed lease templates must be submitted to the NTA via email at nta@nta.nv.gov or by mail.
3. The submission deadline for template’s is **September 18, 2020** by 5:00 p.m.
4. The following information is required:
 - Certificate holder’s name;
 - CPCN;
 - Contact person;
 - Telephone number;
 - Email address.
5. The NTA will approve, deny, or reject a template. If rejected, you must correct the template and re-submit it for approval. If denied, the carrier must start over and re-submit for approval. A re-submission will be processed as a new request and the review process will start over.

Step 2 - Lease Agreements:

1. Carriers have **30 days** to submit all current leases on their approved lease template for the Authority to approve those currently working. Submittal via email at nta@nta.nv.gov.
2. The carrier will submit all future lease agreements to the NTA via email at nta@nta.nv.gov for approval.
3. The following information is required:
 - Certificate holder's name;
 - CPCN;
 - Contact person;
 - Telephone number;
 - Email address.
4. The NTA will, within 5 working days, approve, deny, or reject the lease agreements. If rejected, you must correct the lease agreement and re-submit it for approval. If denied, the carrier must start over and re-submit for approval. A re-submission will be processed as a new request and the review process will start over.
5. Once the NTA approves your lease agreement, you will receive the stamped copy via email.
6. Drivers must always maintain a copy of the approved lease agreement during operation. Any changes in drivers or vehicles that alter the lease agreement will require a re-submission of the lease agreement for approval. Any termination or expiration of a lease agreement will also require re-submission.

Be advised, pursuant to Nevada Administrative Code 706.3753(1)(i), an independent contractor **shall not** transfer, assign, sublease or otherwise enter into an agreement to lease the taxicab to another person.

***The lease agreement must be submitted on a pre-approved template and does not become effective until approved by the NTA.**

Please contact our office if you have any questions concerning this matter.

Sincerely,

Rene` Revens
Chief Compliance Audit Investigator