

## **NON-CONCESSIONAIRE RENTAL CAR SERVICE PROVIDER NON-EXCLUSIVE LICENSE AGREEMENT**

A copy of this checklist and the following items must be properly completed and submitted to apply for a Non-Exclusive License Agreement (NELA) for Non-Concessionaire Rental Car Services (RCS) at LAX. The process may take 90 days or more to complete once all documents are properly submitted.

### **STEP 1:**

- 1. Complete the Non-Concessionaire Rental Car Operations Non-Exclusive License Agreement Application**  
The application is available on the Los Angeles World Airports' (LAWA) website at [www.lawa.org/rental-car-permits](http://www.lawa.org/rental-car-permits)
  
- 2. Copy of Corporate Documentation if applicable**  
  
A Corporation, Limited Liability Company or Limited Partnership must be registered and have an approved status with the California Secretary of State. A Statement of Information must accompany all who are either a Corporation or an LLC.
  - Article of Incorporation**
  - Copy of Statement of Information**
  - Copy of Certificate of Registration (Companies Incorporates outside of California)**
  
- 3. Copy of Fictitious Business Name Statement, if applicable**  
  
For entities operating under a name other than the legal name (i.e. "doing business as (DBA)", providing a copy of the Fictitious Business Name Statement filed with the County Clerk. The Statement is valid for 5 years from the date of filing.
  
- 4. Copy of City of Los Angeles Business Tax Registration Certificate (BTRC)**  
  
Provide a copy of the company's current BTRC issued by the City of Los Angeles Office of Finance, Tax and Permit Division. For questions regarding the BTRC, including how to obtain one, contact the Tax and Permit Division at: (213) 473-5901 or <http://finance.lacity.org/>
  - Active Status**

**Any application with missing or incomplete documents will be returned to the applicant.**

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**STEP 2:**

After receipt and approval of items 1-5 above, a NELA specific to the applicant will be prepared and sent with further instructions. The following items must be approved before the Rental Car Service provider can begin operating at LAX:

- **Executed NELA (2)**  
Submit two (2) original executed Agreements with required Exhibits and Administrative Requirements
- **First month license fee and faithful performance guarantee**
  - **First month's license fee - See Section 4 of the NELA**
  - **Faithful Performance Guarantee - See Section 7 of the NELA**

Company check or money order payable to Los Angeles World Airports (LAWA), no temporary checks or cash is accepted.

- **Insurance Requirements**  
Insurance must be approved by LAWA's Insurance Compliance Office. Each applicant is required to procure at its expense, and keep in effect at all times during the term of the NELA, the types and amounts of insurance specified in Exhibit D of the NELA.

Instructions on how to submit proof of insurance are contained in the NELA.

Other requirements as determined by Department staff may be needed to complete the NELA process. Staff will advise of any additional requirements upon review of the application.

All Rental Car Service operators must abide by the LAX Rules and Regulations, attached as Exhibit B to the NELA.

Documents and any questions, should be directed to: [LAXlandside@lawa.org](mailto:LAXlandside@lawa.org)

**Office Use:**

Date Received \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_