

Medallion Lease Guidance

City of Seattle – Consumer Protection Division

King County – Records and Licensing Services Division



DISCLAIMER: This document summarizes the taxicab and for-hire vehicle medallion lease requirements established by [Seattle Municipal Code \(SMC\) Chapter 6.311.190.I](#), [King County Code \(KCC\) Chapter 6.65.190.I](#), [Seattle Rule FOR-HIRE-TRANSPORTATION-15-2024](#), and [King County Rule FHT-14-2024-PR](#). Nothing in this guidance document shall be construed as binding on or affecting any judicial determination of the rights and responsibilities of medallion lessors or lessees, nor is the Seattle Department of Finance and Administrative Services (FAS) or the King County Department of Executive Services (DES) liable for any misstatement or misinterpretation of the applicable laws and regulations. This guidance should not be used as a substitute for codes and rules. The reader is responsible for compliance with all code and rule requirements.

A medallion owner may lease a medallion to an individual vehicle owner who is also a licensed for-hire driver, or to a licensed regional dispatch agency/transitional regional dispatch agency, per [Seattle Municipal Code \(SMC\) Chapter 6.311.190.I](#), [King County Code \(KCC\) Chapter 6.65.190.I](#), [Seattle Rule FOR-HIRE-TRANSPORTATION-15-2024](#), and [King County Rule FHT-14-2024-PR](#).

How to Lease a Taxicab or For-Hire Vehicle Medallion:

- The medallion owner (lessor) must submit the following documents to the Seattle Department of Finance and Administrative Services (FAS), either via email to taxicab@seattle.gov or by mail to Consumer Protection Division, PO Box 94380, Seattle, WA 98124-6680:
 - The attached Medallion Lease Summary Sheet, signed;
 - A copy of the written, signed, and notarized lease agreement;
 - Vehicle insurance policy;
 - A copy of the WA state vehicle registration; and
 - The Certificate of Safety based on the Vehicle Safety Inspection.
- FAS will review the completed Medallion Lease Summary Sheet and required documents within five (5) business days of receipt.
- FAS will determine whether the documents comply with the requirements established in [Seattle Rule FOR-HIRE-TRANSPORTATION-15-2024/King County Rule FHT-14-2024-PR](#), and notify the lessor and lessee.
- The lessee's vehicle may not be placed into service until FAS has received and reviewed all required documents and found them to be complete and compliant.
- The lessor must provide a signed copy of the Medallion Lease Summary Sheet to the lessee after filing it with FAS.

Additional Guidance for Leasing a Taxicab or For-Hire Vehicle Medallion:

- A leased medallion may not be subleased to another party.
- A medallion may only be leased to one (1) lessee. Multiple leases for any medallion are strictly prohibited.
- A licensed vehicle operating with a leased medallion may be leased if a valid vehicle lease is in place (for vehicle lease requirements, please see [Seattle Rule FOR-HIRE-TRANSPORTATION-16-2024 / King County Rule FHT-15-2024-PR](#)).
- The medallion owner (lessor) remains responsible for complying with all licensee and medallion owner requirements contained in SMC 6.311 and KCC 6.65, including but not limited to annual licensing and insurance.
- The medallion owner (lessor), the person leasing the medallion (lessee), and/or the person operating the vehicle may be liable for a violation committed while a taxicab or for-hire vehicle is operated with the lessor's medallion.

- If a lessee leases a vehicle to a for-hire driver, the lessor, lessee, and/or the person operating the vehicle may be liable for a violation committed while a taxicab or for-hire vehicle is operated with the lessor's medallion.
- All violations of the requirements established in [Seattle Rule FOR-HIRE-TRANSPORTATION-15-2024](#)/[King County Rule FHT-14-2024-PR](#) are license actions taken against the lessor. Lessors found to have committed a violation shall be subject to a 14-day medallion suspension for the first offense, a 60-day medallion suspension for the second offense, and thereafter, shall be subject to revocation of the medallion if found to have committed a third offense. These penalties shall apply regardless of the time period in which cumulative violations occur.
- Per the Director's rule on temporary medallion deactivations ([Seattle Rule FOR-HIRE-TRANSPORTATION-05-2024](#) / [King County Rule FHT-4-2024-PR](#)), only a medallion owner may initiate a temporary deactivation of the medallion. A lessee may not initiate the temporary deactivation.
- On April 1, 2026, all for-hire vehicle medallions shall become taxicab medallions. The medallion system for for-hire vehicles shall no longer be in effect after March 31, 2026.

Medallion Lease Agreement Requirements:

- The lease agreement must be in writing.
- The lease agreement must be signed by the lessor and lessee, with signatures properly notarized.
- A copy of the signed lease agreement must be retained by both the lessor and the lessee.
- The lease agreement must include full names of the lessor and lessee.
- The medallion must be owned by the lessor.
- The lessee must either:
 - Hold a valid regional for-hire driver's license and own the vehicle to be associated with the leased medallion; OR
 - Be a licensed transitional regional dispatch agency (TRDA) or licensed regional dispatch agency (RDA).
- If the lessee is a for-hire driver, the lease must list the lessee's for-hire driver's license number and license expiration date.
- If the lessee is a TRDA or RDA, the lease must list lessee's legal business name and customer number for the Seattle business license tax certificate.
- The lease agreement must specify the vehicle's affiliated TRDA or RDA, medallion number, model year, make and model, and fuel type (e.g., gasoline, hybrid, electricity, etc.).
- The lease period must be at least three (3) months, and the lease agreement must clearly state the lease period start date/time and end date/time.
- Lease rates must be specified and the payment period must be either weekly or monthly.
- The lessor may not require the lessee to pay the annual medallion and annual medallion reciprocity endorsement fees or any monetary penalties for violations of SMC 6.311 and KCC 6.65 imposed on the lessor.
- Receipts must be provided for all lease payments, and must include the date, lessor name, lessee name, affiliated TRDA or RDA, medallion number, lease payment period, and amount paid.
- The conditions under which the lease may be terminated must be clearly specified. A lessor may only terminate a medallion lease for the reasons specified in the written lease agreement. The medallion lease may be terminated for other reasons only by mutual consent of the lessor and lessee and such terminations must be in writing, signed by both parties, and properly notarized.

Medallion Lease Summary Sheet

City of Seattle – Consumer Protection Division
King County – Records and Licensing Services Division



Medallion Number: _____

Lessor (Medallion Owner) Information:

Medallion Owner:

| | | |
|-------------------------|---------------|-----------|
| Name | Email address | Phone |
| Business street address | City | State Zip |

Second Medallion Owner (if applicable):

| | | |
|-------------------------|---------------|-----------|
| Name | Email address | Phone |
| Business street address | City | State Zip |

Corporation/LLC/Partnership Information (if applicable):

| | |
|----------------------------------|----------------|
| Corporation/LLC/Partnership name | Email Address |
| Business street address | City State Zip |

Lessee Information:

Please check one:

- The lessee is a for-hire driver (must hold a valid for-hire driver’s license and own the vehicle to be associated with the leased medallion)
- The lessee is a licensed transitional regional dispatch agency (TRDA) or licensed regional dispatch agency (RDA)

If the lessee is a for-hire driver:

| | | |
|------|----------------------------------|-----------------|
| Name | For-Hire Driver’s License Number | Expiration Date |
|------|----------------------------------|-----------------|

If the lessee is a licensed TRDA/RDA:

| | |
|---------------------|-------------------------|
| Legal Business Name | Seattle Customer Number |
|---------------------|-------------------------|

Vehicle Information:

| | | | |
|--------------|------------------------|-------------------------------------|---|
| Vehicle Make | Vehicle Model | Model Year | Fuel Type (e.g., gas, hybrid, electric, etc.) |
| VIN | WA State License Plate | Affiliated Regional Dispatch Agency | |

Lease Information:

Weekly Monthly \$

Lease Start Date

Lease End Date

Payment Period (select one)

Lease Amount

Documents Checklist:

Please ensure the following documents are attached:

- Copy of signed & notarized lease agreement
- Vehicle Insurance Policy
- Copy of WA state vehicle registration
- Certificate of Safety based on Vehicle Safety Inspection

NOTE: To see reasons for terminating the lease, please refer to the lease agreement on file.

Signatures:

Lessor Signatures:

By signing this document, I certify that the information on this "Medallion Lease Summary Sheet" accurately reflects the terms and conditions of the full lease agreement, and that the lease fully complies with Seattle Rule FOR-HIRE-TRANSPORTATION-15-2024/ King County Rule FHT-14-2024-PR.

Medallion Owner:

Name (please print)

Signature

Date

Second Medallion Owner (if applicable):

Name (please print)

Signature

Date

Lessee Signature:

Name (please print)

Signature

Date