

## REQUIRED OWNERSHIP DOCUMENTS

Please see option 1 or 2 for required backup documents.

### 1) PRORATED CARRIER'S VEHICLES

#### Carrier Owns Vehicle Outright

##### Bill of Sale

- Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).

#### Carrier Co-Owns Vehicle

##### Bill of Sale

- Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).

##### Authorization for Vehicle Services Form

- PART 1 must name all listed owners.
- PART 5 must have a signature on behalf of each owner as well as the prorated carrier.
- See form instructions for additional information.

#### Carrier Leases Vehicle

##### *a) Carrier as the Only Lessee*

##### Lease Agreement

- Require the complete lease. Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).
- Require a capitalized cost for the vehicle. It may be on the bill of sale to the lessor, on the lease itself, or stated in a letter from the lessor.

##### *b) Carrier as Co-Lessee*

##### Lease Agreement

- Require the complete lease. Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).
- Require a capitalized cost for the vehicle. It may be on the bill of sale to the lessor, on the lease itself, or stated in a letter from the lessor.

**Plating Letter**

- Must be valid in Alberta, list the vehicle lessee(s) and explicitly state the prorated carrier as the sole plateholder.

**Authorization for Vehicle Services Form**

- PART 1 must name all lessees.
- PART 5 must have a signature on behalf of each lessee as well as the prorated carrier.
- See form instructions for additional information.

**2) OWNER/OPERATOR'S VEHICLES****Owned Vehicle****Bill of Sale**

- Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).

**Authorization for Vehicle Services Form**

- PART 1 must name all listed owners.
- PART 5 must have a signature on behalf of each owner as well as the prorated carrier.
- See form instructions for additional information.

**Leased Vehicle****Lease Agreement**

- Require the complete lease. Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).
- Require a capitalized cost for the vehicle. It may be on the bill of sale to the lessor, on the lease itself, or stated in a letter from the lessor.

**Plating Letter**

- Must be valid in Alberta, list vehicle lessee(s) and explicitly state the prorated carrier as the sole plateholder.

**Authorization for Vehicle Services Form**

- PART 1 must name all lessees.
- PART 5 must have a signature on behalf of each lessee as well as the prorated carrier.
- See form instructions for additional information.