



## 1. Issuance of Lease Contract (New and Renewal)

The Lease Contract is a document that shows agreement of ownership issued to stall owners in the public market of this municipality.

Office or Division	Economic Enterprise and Market and Slaughterhouse			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Stall Owners at Public Market			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Community Tax Certificate (1 original copy)		Municipal Treasurer`s Office (Windows 1-6)		
Waiver of Rights/Deed of Sale and Transfer of Rights (New & Renewal) (1 original copy)		Public Attorney`s Office or Private Law Firm		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Fill up form for new or renewal of Lease Contract at the receiving in charge	1. Review, validate filled up form and prepare Lease Contract	None	5 Minutes	<i>Administrative Aide I Administrative Assistant I Economic Enterprise and Market and Slaughterhouse</i>
2. Payment of required fees at the MEE Office	2. Issuance of Official Receipt	PHP 80.00	1 Minute	<i>Market Specialist III Economic Enterprise and Market and Slaughterhouse</i>
	2.1 Forward lease contract to the Office of the Mayor for approval	None	10 Minutes	<i>Municipal Mayor Office of the Mayor</i>
3. Notarization of the approved lease contract and return to the MEE Office	3. Receive the notarized lease contract and file office copy	None	3 Minutes	<i>Administrative Aide I Administrative Assistant I Economic Enterprise and Market and Slaughterhouse</i>
4. Receive a copy of the lease contract	4. Release a copy of the lease contract	None	1 Minute	<i>Administrative Aide I Administrative Assistant I Economic Enterprise and Market and Slaughterhouse</i>
<b>TOTAL:</b>		<b>PHP 80.00</b>	<b>20 Minutes</b>	