

Issuance of new Market Contract of Lease

ABOUT THE SERVICE

For every stall awarded the direct payment of occupancy fee or direct bidding, the successful applicant must sign a contract of lease and observe the terms and conditions stipulated therein. This contract is renewable every year.

REQUIREMENT(s)

- Certificate of Winning Bid Award
- Receipt of payment

FEES

None

HOW TO AVAIL OF THE SERVICE

	Activity/Process		Duration	Person Responsible
	Service Providers	Clients		
1.	Entertain clients, Receive certificate of winning bid award & receipt	Present certificate of winning bid award & receipt	2 minutes	Odela Madriñan
2.	Prepare contract of lease		30 minutes	Alice Agum
3.	Advise client/s to affix his/her signature together with the witness in the Contract of lease	Affix signature together with witness in the Contract	1 minute	Odela Madrinan
4.	Affixing of signature of the Market Supervisor		1 minute	Engr. Peter Jamero MARKET Supervisor
5.	Affixing of signature of the Mayor		15 minutes	Fortunato R. Abrenilla
6.	Return contract to the lessee for notarization	Lessee cause the notarization of the contract		Odela Madrinan
7.		Submission of contract of lease		
8.	Release contract to the lessee		2 minutes	Odela Madrinan

Total **51 minutes**