

Renewal of Market Contract of Lease

ABOUT THE SERVICE

The market contract of lease is renewed yearly in order to remind the lessee of the conditions he/she is bound to abide as stipulated in the contract.

REQUIREMENT(S)

Copy of contract of lease

FEES

None

HOW TO AVAIL OF THE SERVICE

	Activities/Process		Duration	Person Responsible
	Service Providers	Clients		
1.	Entertain clients, Receive contract of lease copy		2 minutes	Odelia Madriñan
2.	Advise client to have the contract of lease notarized		2 minutes	Odelia Madriñan
3.		Client proceed to notary public/lawyer		
4.	Receive notarized contract of lease	Present notarized contract of lease	1 minute	Odelia Madriñan
5.	Releasing of notarized contract of lease to the lease		1 minute	Odelia Madrinan

Total **6 minutes**