

# Public Market



## 1. APPLICATION TO LEASE AND AWARDING OF STALL



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<b>OFFICE OR DIVISION</b>	Public Market			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G – Government to Businesses			
<b>WHO MAY AVAIL</b>	Business Owner			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>Where to Secure</b>	
none			none	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. present proof of residency	1. check the identification of the applicant	None	1min	Corsino D. Rosas
2. fill up form of application to lease	1. gather personal information of applicant and provide stall description to be leased.	None	3 min	Corsino D. Rosas
3. submit application to lease to the mayor.	1. application to lease to be forwarded at mayors office	None	10 min	Corsino D. Rosas
4. issue payment order	1. advise applicant to pay the corresponding pay	amount of payment shall be based on the stall	10 min	Corsino D. Rosas
5. issue lease contract (Duly notarized)	1. market office	none	2 days	Corsino D. Rosas and Municipal Mayor Sun J. Shimura
		<b>Total</b>	<b>2 days and 24 min</b>	

