

## 1. Issuance of Certificate of Occupancy/Contract of Lease for Market Stall Owners

Pursuant to the provisions stated under market code, Contract of Lease/Certificate of Occupancy is renewable every three years unless sooner cancelled or revoked for causes provided by the regulations of the Market code of the Municipality of Tanza Cavite.

In consideration of the lease, the lessee which is the owner or stall awardees at Tanza Public Market shall pay the monthly stall rental. A 25% penalty shall be imposed in case of late payment.

If the lessee decides to sell, transfer, or convey the stall to qualified person, the lessee shall secure a copy of and accomplish Deed of Voluntary Surrender to the MPDC Office.

<b>Office or Division:</b>	Municipal Planning and Development Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C-Government to Citizen		
<b>Who may Avail:</b>	All and Of legal age		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>RENEWAL OF CONTRACT :</b>			
Old Certificate of Occupancy and Contract of Lease (1 Original copy )		Issuing Agency/Office	
Community Tax Certificate or Any Government Issued Identification Card of the person being represented (1 Original and 1 Photocopy)		Citizen or Client	
<b>TRANSFER OF RIGHTS :</b>			
Old Contract of Lease and Certificate of Occupancy . (1 Original )		Issuing Agency/Office	
Notarized Deed of Voluntary Surrender of Market Stall ( 1 original )		Notary Public/Attorney-at-Law	
Notarized Deed of Assignment /Transfer of Rights ( 1 original )		Notary Public/Attorney-at-Law	
Order of Payment (1 original)		Office of the MPDC	
Official Receipt (1 photocopy)		Treasurer's Office	

- **Renewal of Contract**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the application and get list of requirements.	1. Issue list of requirements	None	5 Minutes	<i>MPDC Staff</i> MPDO

2. Comply and submit all the requirements for review.	1. Receive the submitted documents. 1.1 Check the documents 1.2 Issue Order of Payment	None	5 Minutes	<i>MPDC Staff</i> MPDO
3. Proceed to the Municipal Treasurer's Office to pay required fee and secure Official Receipt	2. Receive the payment and order of payment  3.1 Issue Official Receipt	10,000.00 3,000.00 (wet section)	5 Minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5 Mun. Treasury Office
3. Go back to MPDC Office to present Official Receipt.	4. Accept the Official Receipt 4.1 Attached photocopy of Official Receipt to the document	None	3 Minutes	<i>MPDC Staff</i> MPDO
4. Get advice and schedule for the signing of Contract of Lease and Certificate of Occupancy	5. Give schedule for signing of Contract of Lease for Market Stall Holders/Owners	None	3 Minutes	<i>MPDC Staff</i> MPDO
	<b>TOTAL</b>	PHP3000 Wet Section	<b>21 minutes</b>	

- **Transfer of Rights**

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Surrender Old Contract of Lease and Certificate of Occupancy	1. Accept the Old Contract of Lease and Certificate of Occupancy for review if the documents are original copy and complete	None	5 Minutes	<i>MPDC Staff</i> MPDO
2.Present any Government Issued Identification Card or Community Tax Certificate	2.Check the Identification Card if its valid and start processing the request	None	10 Minutes	<i>MPDC Staff</i> MPDO
3.Sign the Contract of Lease and pay required notarial fee	3. Check the signed Contract of Lease if its accomplished and complete  3.1 Accept payment for notarial fee	PHP100	5 Minutes	<i>MPDC Staff</i> MPDO
4.Get advice and schedule for the issuance of Contract of Lease and Certificate of Occupancy	4.Give schedule for the issuance of New Contract of Lease and Certificate of Occupancy	None	3 days	<i>MPDC Staff</i> MPDO
	<b>TOTAL</b>	PHP100	3 Days 23 Minutes	