

## 2. RENEWAL OF STALL LEASE

Renewal of Market Stall award is issued to qualified leaseholders in city markets who were previously permitted to engage in business in Quezon City as prescribed by the QC Revised Market Code.

<b>Office:</b>	Market Development and Administration Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Existing stallholders in city markets.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1) Filled out Online Application		1) eServices Site		
2) Proof of payment of business taxes and fees		2) Stallholder/Client/Market Field Office		
3) Current ID Picture		3) Stallholder/Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in to the eServices site and access the Market One-Stop Shop	None	None	10 min	Applicant
2. Click "submit stall application"	None	None	2 min	
3. Click "Select Renewal of stall application"	None	None	2min	
4. Select the stall to be renewed	None	None	5 min	
5. Review the detail in the stallholder's profile and update when applicable	None	None	10 mins	
6. Uploads the required documents	None	None	10 mins	
None	Review the completeness and accuracy of the application, information and requirements submitted.	None	1 Hour	Market Supervisor
None	Reviews and recommends application for approval	None	10 mins	Head, Public Market Division
None	Recommends application for final approval	None	5 mins	Action Officer for Administration
7. Pay for the Application Fee online or manually				
<b>Online Payment:</b>	Reviews accuracy of online payment, and approves payment	Application Fee Php 150	10 mins	Applicant

	Receives payment for Application Fee and issues electronic OR		Refer to the process of City Treasurer's Office	City Treasurer's Office
<b>Manual Payment:</b>	Print Order of Payment		10 mins	Applicant/ Admin Clerk / Market Clerk
Go to the City Treasurer's Office and pay the Application Fee	None	Application Fee Php 150	Refer to the process of City Treasurer's Office	Applicant
	Receives Application Fee and issues OR.			City Treasurer's Office
Upload or Present OR for scanning and uploading	Uploads OR		10 mins	Applicant / Admin Clerk / Market Clerk
8. Sign the Contract of Lease	Prints Contract of Lease	None	10 mins	Applicant / Admin Clerk / Market Clerk
	Signs the contract, and to make notarize the same	None	1 hour	Applicant
	Uploads the notarized Contract	None	10 mins	Applicant / Admin Clerk / Market Clerk
None	Approves Renew Stall Application	None	1 hour	City Market Administrator
9. Receives the approved Stall Award Certificate	Printing of Stall Award Certificate	None	10 mins	Admin Clerk
	Signs the Stall Award Certificate	None	Refer to the process of Office of the City Mayor	Hon. City Mayor
	Releases Stall Award Certificate to Applicant	None	10 mins	Admin Clerk
None	Close the application	None	5 mins	Admin Clerk
<b>TOTAL</b>	<b>(FOR ONLINE PAYMENT)</b>	<b>Php 150</b>	<b>2 hours 56 mins</b>	
	<b>(FOR MANUAL PAYMENT)</b>	<b>Php 150</b>	<b>3 hours 6 mins</b>	