



## Payment of Market Rental

### ABOUT THE SERVICE

All registered stallholders are required to pay their rental fees at the Market Enterprise and Promotions Office located at the 2<sup>nd</sup> floor of the Naga City People's Mall on or before the 25<sup>th</sup> day of the month as reflected in their Lease Contract. Lessees opting to pay on or before the due date are given a prompt discount of 25%. Failure or non-payment on or before the due date, the lessee incurs a surcharge of 25% of the total amount plus interest upon the unpaid amount at the rate of 14% per annum from the date until the arrearage is fully paid.

### TAXES AND FEES

- As stated in the latest Lease Contract

<b>Department / Office:</b>		<b>MARKET ENTERPRISE AND PROMOTIONS OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail</b>		Business Owner		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Official Receipt from previous month's payment or Occupant's Rental Record Card or Billing Statement</li> </ul>		<ul style="list-style-type: none"> <li>• Collection Section</li> <li>• Records Section</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Payment and issuance of Official Receipt  Proceed to the Collection Section for computation, payment and issuance of Official Receipt		P	2 minutes	1 <sup>st</sup> Level ROMEL P. ROMERO Local Revenue Collection Clerk II  2 <sup>nd</sup> Level JUDE JOHN MARTIN P. REY Local Revenue Collection Clerk II  3 <sup>rd</sup> Level RODEL T. BUENA Local Revenue Collection Clerk I
	2. If account needs verification, approach records section for their Rental Record to check the status if rental payments		1 minute	MA. VICTORIA N. ENRIQUEZ Administrative Aide I (Casual)  CLARK O. BELANO Administrative Aide I (Casual)  MA. ADELAI DA R. BEA Records Clerk (Job Order)
<b>TOTAL</b>		P	3 minutes	



**MARKET ENTERPRISE AND PROMOTIONS OFFICE**

2/F, Naga City People's Mall, Gen. Luna St., Naga City

For more information, please contact:

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