



I DIPATTAMENTON I KAOHAO GUINAHAN CHAMORU  
DEPARTMENT OF CHAMORU AFFAIRS  
GOVERNMENT OF GUAM  
193 Chalan Santo Papa Juan Pablo Dos  
Hagåtña, Guam 96910

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SOP NO.: DCA3600-04	REVISION NO.:	DATE OF ISSUE: July 1, 2022	EFFECTIVE DATE: July 1, 2022
DIVISION/SECTION: <b>CHAMORU VILLAGE</b>			PREPARED BY: Rowena Sulio
SUBJECT: <b>ACCEPTANCE OF MERCHANT APPLICATIONS</b>			APPROVED BY: Melvin Won Pat-Borja

## 1. DISTRIBUTION OF MERCHANT APPLICATIONS

When an interested party requests information or an application to become a Merchant at the CHamoru Village, we must inform them of the following:

The CHamoru Village's mission and goals are to create and promote an incubator environment for entrepreneurial businesses to grow and eventually expand into the open market, and to foster an environment that promotes local products, and the native cultures/traditions of Guam.

- 1.1. Spaces are on a first come first serve basis.
- 1.2. Applications must be submitted with all required documents for the review process.
- 1.3. Applicants must be informed that although their application is submitted, it doesn't automatically deem it approved to occupy space until the review process is completed. A merchant application will go through the review of the CHamoru Village Manager and the President of the Department of CHamoru Affairs.

## 2. ACCEPTANCE OF MERCHANT APPLICATIONS

A page in the Merchant application consists of a business checklist. When accepting a merchant application, the CV staff must verify that all required documents are attached to the application. The CV staff must acknowledge that all documents are attached and note the date that they are receiving the completed application. Should a document be missing, the CV staff should not accept the application until it is attached.

## 3. MERCHANT APPLICATION REVIEW PROCESS

- 3.1. CHamoru Village Manager Review: Once a Merchant Application is received by the CV office, it must first go through the review of the CHamoru Village Manager. If the CV Manager deems the application acceptable for tenancy, the Manager will provide a memorandum to the President of CHamoru Affairs presenting the application packet and recommending for their approval.

- 3.2. Should the Manager not be in favor of the application, a Memorandum must still be drafted to the President of the Department of CHamoru Affairs with an explanation as to why they are not in favor of allowing the applicant to rent.
- 3.3. The President of the Department of CHamoru Affairs Review: Upon initial approval or disapproval of the CHamoru Village Manager, the President of the Department of CHamoru Affairs must be made aware of the status of a Merchant Application. A Memorandum along with the completed Merchant Application (packet) will be forwarded for the President's approval or concurrence for denial. The application packet will then be returned to the CHamoru Village Office.

#### **4. NOTIFICATION OF MERCHANT APPLICATION STATUS**

- 4.1. Once the Merchant Application Packet is received from the President's Office, the CHamoru Village Manager will then notify the applicant of their status.
- 4.2. Approval for Tenancy: Should an applicant be approved for Tenancy, the CHamoru Village Manager will draft an approval letter to be sent to the applicant. Information to reflect on the letter are:
  - 4.2.1. Commercial Lease Agreements
  - 4.2.2. Application Fee Amount
  - 4.2.3. Security Deposit Amount
  - 4.2.4. 1<sup>st</sup> Month's Rental (reflecting date)
  - 4.2.5. Reminder of Insurance Coverage requirement
  - 4.2.6. Notice that the applicant has 60 days to operate
- 4.3. Denial for Tenancy: Should an application be denied for Tenancy, the CHamoru Village Manager will issue a denial letter with an explanation to justify the denial.

#### **5. SELECTING AN AVAILABLE UNIT**

Upon approval, the CHamoru Village Manager will contact the newly approved Merchant and a walk through of the available units will be conducted for the New Merchant to select their preferred unit. Once a unit is selected, an appointment to schedule the signing of the Commercial Lease Agreement is set.

#### **6. SIGNING OF COMMERCIAL LEASE AGREEMENT**

- 6.1. Merchant Process: Once an appointment has been scheduled, the CHamoru Village Manager will sit with the Merchant to go over the Commercial Lease Agreement and secure their signature. During this time, the Merchant will make payment for all fees associated with the rental and the keys for their unit will be provided. Authorization for the Guam Power Authority is also issued to the Merchant at this time.
- 6.2. President of CHamoru Affairs Process: When a Commercial Lease Agreement is signed by the new Merchant, it must be forwarded to the President of the Department of CHamoru Affairs for their signature. Once fully executed by both parties, a copy is given to the Merchant for their files. It is also required by GPA in order for them to apply for service.

## **7. SIXTY (60) DAYS TO OPERATE**

Once the new merchants have a copy of the fully executed Commercial Lease Agreement, they have sixty (60) days to open their doors to the public. During these sixty (60) periods, they are required to obtain a business license and required insurance coverages to operate their business. A copy of all licenses and permits must be submitted to the CHamoru Village main office for their Merchant file.



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DIVISION/SECTION: <b>CHAMORU VILLAGE</b>			PREPARED BY: Rowena Sulio
SUBJECT: <b>MERCHANT MONTHLY RENTAL</b>			APPROVED BY: Melvin Won Pat-Borja

## 1. MERCHANT MONTHLY RENTAL

Merchants occupying space at the CHamoru Village are required to pay a monthly rental. The monthly rental cost is based on the amount of space they occupy. The monthly rent is due by the 10<sup>th</sup> of every month. There is a \$25.00 late fee if any rent is paid after this date. Should the 10<sup>th</sup> fall on a date that the CHamoru Village office is not opened, Merchants have until the next business day to make their payments or the late fee will be assessed towards their account.

## 2. RENTAL WORKSHEET

A rental worksheet is prepared every month to track when Merchants pay their monthly rent. The worksheet information consists of merchant name, rental cost, date paid & receipt number. This worksheet must be kept updated at all times.

## 3. ACCEPTING PAYMENTS

When a merchant is making a payment, the CV staff must check the status of the merchant account on the Rental Worksheet. It is always a good practice to look at the prior month to verify that they are in fact current on their payments. An official receipt is issued to the Merchants which records the business name, rental amount, type of payment (rent or utility), and form of payment (cash or check). The official receipt must be certified by a CV staff and concurred by the merchant or their representative.

## 4. POSTING VIA QUICKBOOKS TO MERCHANT ACCOUNT

Upon completion of the daily receipt report, the official receipts are turned over to the Administrative Assistant or Bookkeeper (if applicable) for posting via the CHamoru Village QuickBooks Software towards the Merchant account.

## 5. ADMINISTRATIVE FILE - ACCOUNTS RECEIVABLE

A report is then created from QuickBooks and attached to the daily receipt report and copies of the days receipts. It is then filed in the Accounts Receivable file for the respective month.



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DIVISION/SECTION: <b>CHAMORU VILLAGE</b>			PREPARED BY: Rowena Sulio
SUBJECT: <b>WEDNESDAY NIGHT MARKET (WNM) RENTAL</b>			APPROVED BY: Melvin Won Pat-Borja

### WEDNESDAY NIGHT MARKET

The CHamoru Village (CV) has a program that takes place every Wednesday evening. This program is referred to as the Wednesday Night Market. Every Wednesday from 5pm – 9pm, CV hosts a night market that allows for outside vendors to set up a “pop-up” location in designated areas around the facility. Vendors must register and possess a valid business license and necessary permits in order to participate in this program.

#### 1. ACCEPTING WEDNESDAY NIGHT MARKET STALL RENTALS

When a WNM Vendor comes in to make a payment, they should already be registered and a stall selected in a designated area. Stall rates depends on location and type of business.

#### 2. WNM RENTAL WORKSHEET

A WNM rental worksheet is prepared every month to track when Vendors pay their WNM Stalls. The worksheet information consists of merchant name, stall number(s), rental cost, WNM date, and receipt number. This worksheet must be kept updated at all times.

#### 3. ACCEPTING PAYMENTS

When a vendor is making a payment, the CV staff must check the status of the Vendor account on the Rental Worksheet. An official receipt is issued to the vendor which records the business name, rental amount, stall number(s) paying for, dates paying for, and form of payment (cash or check). The official receipt must be certified by a CV staff and concurred by the vendor or their representative.

#### 4. POSTING VIA QUICKBOOKS TO MERCHANT ACCOUNT

Upon completion of the daily receipt report, the official receipts are turned over to the Administrative Assistant or Bookkeeper (if applicable) for posting via the CHamoru Village QuickBooks Software towards the vendors' account.

#### 5. ADMINISTRATIVE FILE - ACCOUNTS RECEIVABLE

A report is then created from QuickBooks and attached to the daily receipt report and copies of the day's receipts. It is then filed in the Accounts Receivable file for the respective month.