

# FAQ

## Chamorro Land Trust Commission (CLTC) Frequently Asked Questions

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### Who can apply for a CLTC land lease?

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Anyone who meets the following requirements may apply.

- Must be 18 years of age or older.
- Must be a Native Chamorro or a descendant of a [Native Chamorro](#).  
(see <http://www.guamcourts.org/compileroflaws/GCA/21gca/21gc075.PDF>)
- Must pay a \$50.00 non-refundable processing fee to process application within 30-days of submission
- Must complete a [Land Application](#) (see <http://dlm.guam.gov/applications-and-forms/>)

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### What documents are required to qualify?

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1. If Applicant is born before August 1, 1950: Applicant's Birth Certificate
2. If Applicant is born after August 1, 1950
  - a. Applicant's Birth Certificate
  - b. Qualifying parent's (maternal or paternal side) Birth Certificate or Death Certificate; and, if parent is born after August 1950
  - c. Qualifying Grandparents (maternal or paternal side) Birth Certificate or Death Certificate

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### How do I contact CLTC?

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- Office: 3rd Floor, ITC Building, 590 S. Marine Corp. Dr., Tamuning, Guam 96913
- Phone: (671) 649-5263 ext. 400; Fax: (671) 649-5383
- Mail: P.O. Box 2950 Hagatna, GU 96932
- Email: [dlmdir@land.guam.gov](mailto:dlmdir@land.guam.gov)
- Hours: Monday thru Friday, 8:00 am to 5:00 pm (closed on GovGuam holidays)

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### Is CLTC still issuing leases?

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- As of May 2018, new leases are not being issued until the board of commissioners has completed a review of all current leases and applications.
- If you are an applicant without a lease, please ensure your contact information is current with our office.

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### What kind of CLTC land leases are available?

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- **Residential Lease** applicants should be aware that the priority for awarding Residential tract leases are for those applicants who, 1) do not own land anywhere, 2) own one (1) acre or less anywhere, 3) own more than one (1) acre anywhere.

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Lessee shall occupy and commence to use the tract as his home within one year after the lease is made. Lot size shall not be less than 10,000 square feet with public sewer connection available nor less than one-half acre with no public sewer connection available, but will not be more that one (1) acre; or the lot size for a residential tract lease shall be specified by zoning, subdivision, environmental, or administrative policies, but cannot exceed one (1) acre.

Lot size shall not be less than 10,000 square feet with public sewer connection available nor less than one-half acre with no public sewer connection available, but will not be more that one (1) acre; or the lot size for a residential tract lease shall be specified by zoning, subdivision, environmental, or administrative policies, but cannot exceed one (1) acre.

■ **Agricultural Lease:** Lessee shall occupy and commence to use the tract to cultivate as his/her farm, within one year after the lease is made.

The lessee shall plant and maintain a certain number of trees for each of the first four years of signing the lease. Trees must be of an approved type and planted in approved locations. Please be aware of this responsibility after you have been awarded an agricultural use lease.

Only one residence is permitted on an agricultural use lease tract. There are specific requirements and approval of the Commission is needed prior to construction of the residence. If applicant plans to build a residence on an agricultural use lease, please contact CLTC first.

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## How do I make payments to CLTC?

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- Payments may be made at CLTC only.
- Make checks payable to “Treasurer of Guam”
- You may also send payments to: CLTC, PO Box 2950, Hagatna, GU 96932.
  - Your receipt will be mailed to you.

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## How do I designate or change my beneficiary?

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- You may designate or change your beneficiary at any time. Submit your notarized Beneficiary Designation form to the CLTC office along with the qualifying documents of the beneficiary. Your request will be submitted to the CLTC board of commissioners for their review and approval.
  - Click here for the form if you are a [LESSEE](#).
  - Click here for the form if you are an [APPLICANT](#).

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## How do I change my contact information?

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- Visit the CLTC office or download the [Application Request/Change Form](#) and mail or email the completed form (see <http://dlim.guam.gov/applications-and-forms/>)
- It is important to keep your contact information updated each time you change your mailing address, phone number, or email address.

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What law and rules govern CLTC residential and agricultural leases?

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The law governing CLTC is [Title 21, Guam Code Annotated, Chapter 75](#).

The rules and regulations for residential and agricultural leases is [Public Law 23-38](#).

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Can I request for clearing and grading permit?

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No, not at this time.

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I am a "bypassed" applicant. What is the status of my application.

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The processing of applications is currently on hold until the completion of the review of all current leases and applications. However, we ask you to please update your contact information with our [office](#).

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My lease was prepared and ready for signature. May I still come in and sign it?

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No, the processing of any new leases is currently on hold, until the completion of the review of all current leases.

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I am an Applicant who switched my date and time with another applicant and it was approved. What is my status?

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Your application is currently under review and further details will be directly communicated with you when a decision is made. Please contact [CLTC](#) to update your contact information to include phone numbers, email address, and mailing address.

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I applied in December 2, 1995, and have not been contacted for processing. What is the status of my application?

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Your application is currently under review and further details will be directly communicated with you when a decision is made. Please contact [CLTC](#) to update your contact information to include phone numbers, email address, and mailing address.

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I am a CLTC Lessee, what is the status of my lease?

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All residential and agricultural leases are being reviewed to determine whether the lease was approved by the Commission and counter signed, as required by [Public Law 23-38](#), Section 3.1.

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## Can I obtain a utility authorization for my leased land?

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Utility authorizations will only be issued to those who have or had utilities in the past. A copy of current or disconnected utility bill should be presented to CLTC office.

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## Can I renew my Survey Authorization?

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Survey authorizations are currently on HOLD until the review of all Residential and Agricultural Leases are completed.

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## I was issued a lease and a survey authorization. Should I move forward with the surveying of my leased land?

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Since all matters are still in review, we recommend you contact CLTC to speak with a Land Agent to address your specific lease.

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## I am a Lessee who switched my date and time and a lease was issued. What is the status of my lease?

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All residential and agricultural leases are being reviewed to determine whether the lease was approved by the Commission and counter signed, as required by [Public Law 23-38](#), Section 3.1.

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## I have an Addendum to my Lease that was prepared and is ready for signature. Should I still come in and sign?

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Since all matters are still in review, we recommend you contact CLTC to speak with a Land Agent to address your specific lease.

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## The Commission approved my Loan Guarantee to build my home. Do I still move forward with the process?

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Since all matters are still in review, we recommend you contact CLTC to speak with a Land Agent to address your specific lease.

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## Who is responsible for paying the taxes on my lease?

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[Title 21, Guam Code Annotated, Chapter 75](#), Section 75112(i)(1) states:

Taxes on Chamorro Land Trust Land. The holder of any lease or license for the occupation or beneficial use of Chamorro Homelands shall be subject to all applicable taxes on the lessee's or licensee's interest in the land and on any improvements to any land so leased or licensed. Taxes assessed shall be collected by the Department of Revenue and Taxation, which shall maintain a separate record for all such taxes collected.

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## What happens to my lease when I pass away?

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- [Public Law 23-38](#), Section 9, Successors to Lessees, specifically addresses this matter.
- §9.1(a) A lessee shall, upon execution of the lease, designate the person in whom lessee directs the interest in the tract to vest upon death. Such person must be qualified to succeed to Chamorro homelands. A lessee's designation may be changed at any time by the lessee.
- §9.3 Upon the death of a lessee having no designated successor, the commission shall publish such fact by publishing a notice at least once in each of four successive weeks in a newspaper of general circulation. The notice shall state briefly that all persons claiming to be relatives of the lessees qualified to succeed to the lease shall present themselves at the commission with proof of their qualification, within four months from the first day of publication of the notice or be forever barred from succeeding to the lease. Those persons failing to present themselves within four months from the first day of publication of the notice shall be forever barred from succeeding to the lease in question.

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## What happens to my application if I pass away before being granted a land lease?

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- [Public Law 23-38](#), Section 5.8, Transfer of Application Rights, specifically addresses this matter.
- (a) An applicant may designate a relative qualified under the Act to include husband and wife, children, widows or widowers of the brothers and sister, or nieces and nephews to succeed to the applicant's application rights upon the death of the applicant. Upon the death of an applicant who dies without designating a successor, the application rights may be succeeded by the qualified relative as provided in (1) and (2) in this section upon application therefor. In the absence of such a designation, the commission may
  - (1) Designate, in its absolute discretion, a successor from among the applicants for succession to the application rights of the deceased applicant in the order named in this paragraph (a); or
  - (2) Allow an unqualified spouse to designate a qualified child to succeed to the deceased applicant's application rights.
- Requests for succession to application rights shall be made to the commission in writing not later than 180 days after the death of the applicant; otherwise, the application will be cancelled and the applicant's name removed from the waiting list.