

AWARD APPLICATION

HOUSE OF THE QUARTER/YEAR

CHAPTER _____ UNIVERSITY _____

This award recognizes chapters for their exemplary housing management practices. All quarterly winners are eligible for the **House of the Year Award**. In order to be eligible for housing awards, in addition to completing this application, the chapter must be in good standing and current on their operating fund with the International Fraternity and the house corporation must be current with any loan with White Horse Capital, Inc. Quarterly winners will receive a \$250 grant for house maintenance and improvements, a certificate and recognition in the *Forum*. They will also be mentioned in an issue of the *Shield & Diamond*. The **House of the Year** will receive a \$2,000 grant, a trophy and will be featured in the *Shield & Diamond*.

Please provide photographs of the following:

Exterior

- Front, back and side views of house.
- Any notable landscape work.
- Front and back yards if not clearly visible in above photos.

Interior

- All common area rooms (i.e. living and dining rooms, library, trophy room, social hall, etc.).
- At least two different views of the kitchen.
- Each bathroom and shower area
- All hallways and front entryway/foyer.
- Any notable furnishings or architectural features (i.e. fireplace mantel, unique staircase, etc.).
- One standard "living" room that is occupied.

Please include copies of the following:

- Lease that the chapter has with individual tenants
- By-laws, policies or house rules that pertain to the treatment and care of the chapter house
- By-law/rules or lease sections that pertain to damage deposits
- By-law/rules or lease sections that pertain to parlor fees

- 1) Do you have a "house manager" who oversees the care and routine maintenance of the chapter house? ____
Yes ____ No

If yes, what is his name and title: _____

- 2) Does your chapter require members and/or pledges to live in the house? ____Yes____ No
If yes, include a copy of the rule or by-law that describes this requirement.

- 3) Does a lease exist between the chapter and the owner or house corporation? ____Yes ____ No
If yes, include a copy of the lease.

The Operation and Condition Standards assist in determining whether or not your chapter facility is up to at least the minimum standard necessary to project a positive image and minimize the potential of your chapter house.

Check the compliance box next to the below operations and condition standards that currently exist at your chapter.

OPERATION STANDARDS:

- Market Rental Rates (rent only, no dues or meal plans included)** - Annual room rent per bed is at or above that charged in a comparable campus dorm.
- Written Agreements** - Written room contract exists with each individual tenant and a written lease exists with the house corporation.
- Flat Annual Rate to House Corporation** - Chapter is obligated to the house corporation for a set rental amount per year which does not fluctuate with actual occupancy.
- Live-in Requirements & Occupancy Rate** - Chapter has a written rule or by-law which requires members to live-in the house, or move back into the house if it is not full, and the current occupancy rate is 90% or higher.
- Damage Deposits & Inspection Sheets** - Chapter charges a damage deposit and uses a room inspection sheet when tenants move in and out of the house.
- Parlor Fees** - Chapter charges a fee (separate from meal plans or chapter dues) to out-of-house members specifically for their use and enjoyment of the facility.
- House Manager Program** - Chapter has a written property management program that is administered by a house manager with a functioning committee.

CONDITION STANDARDS:

- Appearance of Vegetation** - Lawn, shrubs and trees are well-groomed and watered, and unsightly weeds do not appear on the property.
- Appearance of Yard** - Litter is not present on the property, including the parking lot, and interior furniture or other unattended personal property does not appear in the yard.
- Exterior Appearance of Building** - View from the street, no visible need for new paint. No boarded up and/or broken windows, and no loose or missing rain gutters, downspouts or shutters.
- Appearance of Bathrooms** - Bathrooms are clean with all plumbing fixtures working.
- Appearance of Kitchen** - Kitchen and its appliances are clean.
- Appearance of Interior Public Areas** - The entryway, living room, dining room, hallways, and any other common area is free of litter, well swept or vacuumed, with no holes exposed in walls, ceiling, floor or carpeting, and appear to be generally clean.
- Condition of Furnishings** - Furniture looks clean and unbroken, and anything upholstered is not ripped or visibly worn out.

On a separate page, please answer the following questions:

1. Was any major work done on the house recently? If so, what was done?
2. What are some of the best features of your house? (i.e., basketball court, library)
3. Is there anything that makes your house different from the others?
4. Describe your maintenance program (i.e. who does cleaning and repairs, when this work occurs, does the chapter budget for house improvements, etc).
5. In comparison to other **House of the Quarter/Year** applicants, why do you believe your Chapter deserves this distinct recognition?

This application was filled out by _____ on _____. I can be reached at the following location:

Address: _____

Phone: _____

Email: _____

**Please return completed application to the Memorial Headquarters c/o Real Estate Department:
8347 West Range Cove, Memphis, TN 38125**