

**CHAPTER HOUSE
OPERATION & CONDITION STANDARDS
SELF-EVALUATION FORM**

This form is a tool to assist you in determining whether or not the operations and conditions of your chapter facility are up to at least the minimum standard necessary to project a positive image and maximize the potential of your chapter house.

General Information

Chapter _____ School _____

Annual double occupancy room rent per bed in the chapter house: \$ _____

Annual single occupancy room rent in the chapter house: \$ _____

Annual double occupancy room rent per bed in a comparable campus dorm: \$ _____

Annual single occupancy room rent in a comparable campus dorm: \$ _____

Chapter house sleeping capacity: _____ Chapter house current occupancy: _____

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

Operations

- 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.

Conditions

- 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.

(If you want to send this to the Headquarters to qualify for the Housing Honor Roll, this form must be verified below by an independent party, such as a university administrator, city official, house corporation officer, or your chapter advisor.)

Signature of Person Conducting the Evaluation: _____

Printed Name of Person Conducting the Evaluation: _____

Phone: _____

Signature of Person Verifying the Evaluation: _____

Printed Name of Verifier: _____

Phone: _____

Office Address: _____

Date of Evaluation and Verification: _____