

## OPERATION & CONDITION STANDARDS SELF-EVALUATION FORM

This form is designed to be a tool to assist chapters and house corporations in determining whether the operations and conditions of their facility are up to at least the minimum standard necessary to project a positive image within the community and maximize the potential of their chapter house.

### General Information

Chapter: \_\_\_\_\_ School: \_\_\_\_\_  
 Chapter house sleeping capacity: \_\_\_\_\_ Chapter house current occupancy: \_\_\_\_\_  
 Chapter house double room rent: \$ \_\_\_\_\_ Chapter house single room rent: \$ \_\_\_\_\_  
 Average local market rent: \$ \_\_\_\_\_ Average dorm rent: \$ \_\_\_\_\_

### Operation Standards

- Market Rental Rates (rent only, no dues or meal plans included)** – Annual rent per bed is set at or above what is charged in the local market.
- Individual Leases** – Written leases exist between House Corporation and each individual tenant and cosigner.
- Common Area Lease** – Chapter is obligated to House Corporation for a set amount per year for use of the common spaces plus any unfilled beds.
- Security Deposits & Inspection Sheets** – House Corporation charges a security deposit and uses a room inspection sheet when tenants move in and out of the house.
- Live-In Requirement** – Chapter has a written rule or bylaw which requires members to live in or move back into the house if it is not fully occupied.
- 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

- Vegetation** – Lawn, shrubs, and trees are well-groomed and watered, and unsightly weeds do not appear on the property.
- 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.
- Building Exterior** – No visible need for new paint, no boarded up and/or broken windows, and no loose or missing rain gutters, downspouts, or shutters.
- Bathrooms** – Bathrooms are clean with all plumbing fixtures working.
- Kitchen** – Kitchen floors, walls, countertops, and appliances are all clean and working.
- Interior Common Areas** – The entryway, living room, dining room, hallways, and any other common areas are free of litter, well swept/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.