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**Phi Sigma Kappa**

**Chapter House of the Year**

**Award Application**

This award application is designed to showcase chapters for their exemplary maintenance and management of their chapter house. The award recognizes chapters and alumni for commendable operational standards, the condition and cleanliness of the house, recent capital improvement projects and any additional features that make your house unique.

The winner will be announced at the Fraternity’s awards banquet at either the Shonk Leadership School or Bi-annual Convention. The winning chapter will receive an award for display and will be featured in an issue of the *Signet.*

**Entry Rules**

* This application may be submitted by the undergraduate chapter or the chapter’s alumni association/ housing corporation.
* All chapter’s with housing are eligible to apply, including groups that lease their house from the University or other outside owner.
* In order to be eligible for housing awards, in addition to completing this application, the chapter must be in good standing with the Grand Chapter of Phi Sigma Kappa and the house corporation must be current with any loan from PSK Properties.
* Applications must be received no later than **May 30th**.

**Judging**

Entries will be evaluated on the quality and relevance of supporting material submitted and responses to questions listed on the application. Winners will be selected objectively by the PSK Properties Board of Directors.

**Please return completed application and support materials to** **awards@pskproperties.org****.**

**APPLICATION**

Chapter: 

College/ University: 

Chapter House Address: 

***Please provide digital photographs of the following:***

**Exterior**

* Front, back and side views of house.
* Front and back yards if not clearly visible in above photos.

**Interior**

* All common area rooms (i.e. living room, dining rooms, chapter room, etc.).
* The kitchen.
* Full Bathroom(s)
* Front entryway/foyer.
* Any notable furnishings or architectural features (i.e. fireplace, unique staircase, etc.).
* One standard student room that is occupied.

***Please include copies of the following:***

* Lease that the chapter has with individual tenants
* Lease that chapter has with the property owner (alumni, university, private owner, etc.)
* Any By-laws, policies or house rules that pertain to the chapter house.

Check the box next to the below operational 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.

Please include any additional operational standards that you feel are noteworthy and if you do not follow any of the operational standards above please indicate the reason:



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

**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 liter, 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.

Please include any additional condition standards that you feel are noteworthy and if you do not follow any of the condition standards above please indicate the reason:



Please answer the following questions; you may attach additional pages if you need more space:

1. Was any major work done on the house recently? If so, what was done?



1. What are some of the best features of your house? (i.e., basketball court, library)



1. Is there anything that makes your house different from the others?



1. Describe your maintenance program (i.e. who does cleaning and repairs, when this work occurs, does the chapter budget for house improvements, etc).



1. Why do you believe your Chapter deserves this distinct recognition?



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? 

This application was filled out by
Name: 

Title: 

Date: Click here to enter a date..

I can be reached at the following location:

Address: 

Phone: 

Email: 

**Contact Info for Primary Alumnus Contact for housing:**

**Same as above, or:**

Name: 

Title: 

Address: 

Phone: 

Email: 

**This award is presented by Phi Sigma Kappa Properties.**

*Phi Sigma Kappa Properties looks to the long-term success of Phi Sigma Kappa through responsible management and growth of property assets for the benefit of all brothers - past, present and future.*

*Visit us on the web,* [*www.pskproperties.org*](http://www.pskproperties.org)*.*