**Major Projects Approval Process - Checklist for House Corporations (Form B)**

NOTE:*If you have not already submitted the Major Projects Notification Form A to your RHS, please complete that step first.*

This form is being submitted by       House Corporation

# Stage 1

[ ]  Form a committee (include house corporation, directors, collegians, alumnae) to explore options

[ ]  Select architect/vendors to develop designs and cost estimates

[ ]  Contact fundraising company to obtain cost of feasibility study and/or newsletter (if applicable)

[ ]  Submit preliminary plans and estimates to Director: Housing Development for approval by the Major Housing Projects Committee

Date submitted:

Date approved:

If not approved, reason for rejection:

# Stage 2

[ ]  Develop pro forma budget *(The Office of Housing is available to assist with this task for a fee.)*

[ ]  Consider financial impact on chapter through development of chapter pro forma budget with assistance from Regional Finance Specialist (RFS)/New Chapter Finance Coordinator (NCFC)

[ ]  Explore loan options (if applicable)

[ ]  Submit pro forma budget to Director: Housing Development for approval by the Major Housing Projects Committee

Date submitted:

[ ]  Additional information required:

Date approved:

If not approved, reason for rejection:

# Stage 3

[ ]  Send architectural plans out to bid

[ ]  Solicit banks for term sheets on loan (if applicable)

[ ]  After receiving two or more bids from licensed contractors, complete the following:

[ ]  Update pro forma budget with assistance from the Office of Housing

[ ]  Get financing commitments from banks

[ ]  Send updated information to CFA and RFS to complete chapter pro forma budget

[ ]  House Corporations, CFA, & ATC present plans and costs/impact to the chapter for a vote of support for the project

Date of chapter approval:

[ ]  As required by the bylaws, house corporation presents plans at the Annual Meeting for approval to secure a loan using property as collateral.

Date of house corporation approval at Annual Meeting:

[ ]  Submit all documents to Director: Housing Development for approval by the Major Housing Projects Committee

Date approved:

If not approved, reason rejected: