



Relationship Statement between House Corporations and Collegiate Chapters

The house corporation will:

Turn the house over to the chapter on the date stated, ready for occupancy. "Ready for occupancy" is defined as:

- All summer projects completed unless previously agreed upon;
- All carpets, floors, draperies, and furniture clean and in good repair;
- Social areas, kitchen, bedrooms and bathrooms clean and fully-furnished; and,
- All heating/cooling, plumbing, electrical systems and kitchen equipment in good working order and ready for chapter use.

Be responsible for upkeep and replacement when the repairs or replacements are not in the direct result of carelessness on the part of the collegiate chapter.

Operate with a 5-year plan of routine maintenance and renovation.

Be responsible for the interest and principal payments on house and/or chattel mortgages, plus all taxes and assessments on the property.

In the event the property is subject to a lease, they will function according to the terms of the lease.

Keep the property, including both the house and contents, adequately covered by the broad form of fire insurance with extended coverage, public liability insurance, and use and occupancy with the Fraternity named as additional insurer.

Distribute the Certificates of Life Membership to all members of the collegiate chapter when they have become life members of the house corporation. See that accurate lists are kept of all life members of the corporation.

Inform all members of the house corporation annual meeting and submit minutes from all meetings to FHCreports@deltagamma.org.

Submit a budget approved by the house corporation board by March 15 to the Regional Housing Specialist.

Sign and submit the Annual Agreement by May 1 to the Regional Housing Specialist.

File the annual house corporation report by December 1 on E-Ops+.

The Fraternity Housing Corporation (FHC) will:

Bill the chapter promptly according to the payment schedule agreed upon on the Annual Agreement.

File annually the form 990 and 990T with the Federal Government and 1099 and w-2 forms to all employees.

Handle all payroll and employment-related matters for all employees.

The collegiate chapter will:

Take every precaution to keep the property and furnishings in good repair.

Vacate the premise when classes are not in session.

Abide by the house rules as set up by the college, the chapter, and the house corporation and maintain Fraternity standards under the direction of their advisers. If through carelessness, damage is done to the house or furnishings, the chapter shall report the damage to the house corporation and pay for all repairs.

Make timely payments to the house corporation as defined by the terms of the Annual Agreement.

Assist the house corporation and the advisory team chairman in contracting for a house director with a representative on the employment committee (if applicable).

Assist the house corporation with a representative on the house corporation decoration/furnishing committee (if applicable).

Make all gifts from the chapter to the house corporation in the form of money unless prior approval of the house corporation board of directors.

Secure any laptop computers purchased by the house corporation for chapter operations when not in use, understand and acknowledge they are not for personal use, and accept responsibility for any loss or damage to chapter computer due to negligence.

Recognize that the house corporation is not responsible for personal property, including vehicles parked on the property. It is recommended that each collegiate member refer to their renter's insurance or their parent's homeowners insurance in the event of any personal property damage or loss.