

The Pi Kappa Alpha International Fraternity

Chapter House of the Quarter/Year

Award Application

This award recognizes chapters for their exemplary house management practices. ***Applications are due by May 1st each year.*** All quarterly winners are eligible for the *Dan Corah Chapter House of the Year Award*. To be eligible for real estate awards, in addition to completing this application, the chapter must be in good standing with the International Fraternity and the house corporation must be current with any obligation(s) as applicable to White Horse Capital, Inc.

Quarterly winners will be recognized in an issue of the *Shield & Diamond* and will be eligible to win the *Dan Corah Chapter House of the Year Award*. The year-end winner will receive a trophy, will be featured in the *Shield & Diamond*, and will receive a grant of \$2,500 to fund a qualified educational project or PIKE University scholarships.

Please provide photographs of the following:

Exterior

- ◆ Front, back, and side views of house, including any notable landscape work.
- ◆ Front and back yards if not clearly visible in above photos.

Interior

- ◆ All common area rooms (i.e., living/dining rooms, library, trophy room, social hall, etc.)
- ◆ At least two different views of the kitchen.
- ◆ Each bathroom and shower area.
- ◆ All hallways and front entryway/foyer.
- ◆ Any notable architectural features (i.e., fireplace mantel, unique staircase, etc.).
- ◆ One standard bedroom that is occupied.

Please include copies of the following:

- ◆ Lease that the chapter has with individual residents.
- ◆ Bylaws, policies, or rules that pertain to the treatment and care of the chapter house.
- ◆ Bylaw/rules or lease sections that pertain to security deposits.
- ◆ Bylaw/rules or lease sections that pertain to parlor fees.

1. Do you have a "house manager" who oversees the care and routine maintenance of the chapter house? If yes, what is his name and title: _____ ☐ Yes ☐ No
2. Does your chapter require members and/or new members to live in the house? If yes, include a copy of the rule or bylaw that describes this requirement. ☐ Yes ☐ No
3. Does a common area lease exist between the chapter and the property owner or house corporation? If yes, include a copy of the lease. ☐ Yes ☐ No

On a separate page, please answer the following questions:

1. Was any major work done on the house recently? If so, what was done?
2. What are some of the best features of your house?
3. Is there anything that makes your house different from others?
4. Describe your maintenance program (i.e., responsibility, who does cleaning and repairs, when this work occurs, does the chapter budget for house improvements, etc.)
5. Why do you believe your Chapter deserves this distinct recognition over other applicants?

Pi Kappa Alpha's *Operation and Condition Standards* assist in determining whether your chapter facility is up to at least the minimum standard necessary to project a positive image and maximize the potential of your chapter house. Check the box next to the below standards that currently exist at your chapter:

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.

Chapter: _____ School: _____
 This application was completed by: _____ Phone #: _____

Please submit completed application and accompanying documents to realestate@pikes.org.