



Sig Ep National Housing, LLC
310 South Boulevard
Richmond, Virginia 23220
804 353-1901 • www.SigEp.org

Chapter Investment Fund Withdrawal Request

The Chapter Investment Fund (CIF) was established in 1959 to provide a means for building the capital necessary to support the future housing needs of SigEp chapters. The CIF is designed to be used for long term capital improvements and maintenance projects. Please refer to the [Grand Chapter Bylaws](#) for detailed information regarding CIF policies and procedures.

Completed withdrawal requests will take approximately three to six weeks to process once submitted to the SigEp National Housing Board of Directors for review. In order for the withdrawal request to be reviewed, all information must be completed in full and all requested supplemental documentation must be submitted.

To submit this form or for questions, please contact:

Cassandra Ratti
Executive Assistant
SigEp National Housing
310 South Boulevard
Richmond, VA 23220
(804) 823-9348
cassandra.ratti@sigep.net

Please complete the following sections:

- I. Withdrawal Request Summary
- II. Alumni & Volunteer Corporation
- III. Chapter Operations
- IV. Facility Operations
- V. Repayment Plan

Please submit the following supplemental documentation:

- Executed Asset Protection Agreement between AVC and Sigma Phi Epsilon Fraternity
- AVC Articles of Incorporation/Organization and AVC Bylaws
- AVC Motion - Approving Level of Funding Requested
- Copy of voided check for automatic repayment plan

II. Alumni & Volunteer Corporation

Legal Name: _____

Address: _____

Check for the withdrawal will be written and mailed using the above information, unless otherwise indicated.

Current Officers

President: _____

Email: _____ Phone: _____

Vice President: _____

Email: _____ Phone: _____

Treasurer: _____

Email: _____ Phone: _____

Secretary: _____

Email: _____ Phone: _____

III. Chapter Operations

Current Manpower: _____ Rank on Campus (X/X): _____

Current GPA: _____ Rank on Campus (X/X): _____

Current Manpower

Class	Members
Seniors (+)	
Seniors	
Juniors	
Sophomores	
Freshmen	

3 Year Periodic Membership Report History (PMR)

Academic Year	Year	PMR
Current		
1-Year Prior		
2-Year Prior		

IV. Facility Operations

Facility Capacity: _____ Current Occupancy: _____

Resident Scholar? (Y/N): _____ Sprinkler System? (Y/N): _____

Does the AVC employ professional property management services? (Y/N): _____

If so, please provide name of the company: _____

Local AVC Savings: \$ _____ Name of Holder: _____

3 Year Occupancy History

Academic Year (ex. 2014-2015)	Year End Occupancy

Rent Rate (Room & Board) **per term**: \$ _____

Room Only **per term**: \$ _____ Board Only **per term**: \$ _____

Number of meals **per week**: _____

Parlor Fee **per term** (per person): _____

3 Year Rent History

Academic Year	Rent Rate (per year)

Standard On-Campus Residence Hall Rent Rate (Room & Board) **per term**: \$ _____

Room Only **per term**: \$ _____ Board Only **per term**: \$ _____

If SigEp rent rates are below market for this campus, please explain why:
