



Sig Ep National Housing, LLC
310 South Boulevard
Richmond, Virginia 23220
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SigEp National Housing Loan Application

Completed loan applications will take approximately three to six weeks to process once submitted to the SigEp National Housing Board of Directors for review. In order for an application 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:

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Please complete the following sections:

- I. Loan Request Summary
- II. Alumni & Volunteer Corporation
- III. Chapter Operations
- IV. Facility Operations
- V. Capital Structure
- VI. Automatic Loan Payment Authorization

Please submit the following supplemental documentation:

- Completed SENH Loan Application Pro Forma for current year (see attached form)
- Copy of tenant lease agreement
- Financial statements
 - Profit & Loss statements (two prior years)
 - Balance sheet (two prior years)
- Executed Asset Protection Agreement between AVC and Sigma Phi Epsilon Fraternity
- Two prior year tax returns
- AVC Articles of Incorporation/Organization and AVC Bylaws
- AVC Motion - Approving Level of Indebtedness Requested

I. Loan Request Summary

Chapter: _____

Date: _____

Loan Request Amount: \$_____

Intended use of funds:

- Purchase of House
- Repairs
- Remodeling
- Life Safety Improvement
- Residential Learning Improvement
- Other (Please explain)

Please provide a detailed explanation for the intended use of the funds requested. The explanation should be able to be understood thoroughly by persons removed from the situation. If intended use is for repairs, remodeling, or improvements, please include any supporting documentation, such as contractor estimates.

Proposed Project Start Date: _____

Proposed Project Completion Date: _____

II. Alumni & Volunteer Corporation

Legal Name: _____

How many AVC members are active volunteers? _____

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		

5 Term GPA History

Term (ex. Fall 2015)	GPA

Is the chapter an accredited Residential Learning Community (RLC)? (Y/N): _____

If not, what plans do the chapter and AVC have for gaining accreditation or moving toward becoming an RLC? _____

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: _____

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:

Recent Projects & Capital Improvements

Please outline any capital improvements or large maintenance expenditures within the last 3 years

Date	Cost	Project Description

Please provide a brief description of the current condition of the property. Include information on deferred maintenance, future improvements needed, life safety concerns, etc.

What is the AVC's strategic plan for the facility for the next 5-10 years? Please include information on potential projects, capital improvements, capital campaigns, etc.

V. Capital Structure

Estimated Property Value: \$ _____

Valuation By: _____

Valuation Date: _____

Current Debt

First Mortgage

Second Mortgage

Principal Balance: \$ _____

Principal Balance: \$ _____

Interest Rate: _____

Interest Rate: _____

Maturity Date: _____

Maturity Date: _____

Monthly Payments: \$ _____

Monthly Payments: \$ _____

Lender: _____

Lender: _____

Other Debt

Total Debt: \$ _____

Loan to Value: _____

Local Savings: \$ _____

Name of Holder: _____

Proposed Debt

Loan Request Amount: \$ _____

Proposed Annual Debt Service: \$ _____

Desired Term to Maturity (for debt restructure or payoff):

[] 3 Years

[] 5 Years

[] 7 Years

[] 10 Years

Proposed Annual Principal Paydown (if any): \$ _____

Please complete the attached SENH Loan Application Pro Forma for the current year.

This request is made on behalf of the Alumni and Volunteer Corporation. Proceeds from this loan will be used only as explained in the preceding application.

Signature _____ Name _____

Date _____

VI. Automatic Loan Payment Authorization

Loan payments will be automatically debited from the AVC's bank account. Please provide the following bank account information, as well as the signature of the account holder, in order to authorize automatic payments. In addition, please attach a copy of a voided check to this packet.

Bank Account Number: _____ Bank Routing Number: _____

Name on Bank Account: _____

Account Holder Phone Number: _____ Account Holder Email: _____

Signature _____ Name _____

Date _____