



**Sig Ep National Housing, LLC**  
Zollinger House  
310 South Arthur Ashe Boulevard • Richmond, VA • 23220-5706  
Tel: 804.353.1901 • Fax: 804.359.8160 • www.sigep.org/senh

## **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:**

SigEp National Housing  
310 South Arthur Ashe Boulevard  
Richmond, VA 23220  
(804) 353-1901  
[housing@sigep.net](mailto:housing@sigep.net)

### **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)

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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.

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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**

<b>Class</b>	<b>Members</b>
Seniors (+)	
Seniors	
Juniors	
Sophomores	
Freshmen	

#### **3 Year Periodic Membership Report History (PMR)**

<b>Academic Year</b>	<b>Year</b>	<b>PMR</b>
Current		
1-Year Prior		
2-Year Prior		

#### **5 Term GPA History**

<b>Term (ex. Fall 2015)</b>	<b>GPA</b>

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**

<b>Academic Year (ex. 2014-2015)</b>	<b>Year End Occupancy</b>

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**

<b>Academic Year</b>	<b>Rent Rate (per year)</b>

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:

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**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.*

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*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 \_\_\_\_\_