



Delta Tau Delta Fraternity List of House Corporation Responsibilities

HOUSING VOLUNTEERS ARE VITAL TO OUR MISSION

The house corporation is charged with providing the undergraduate chapter with a clean and safe residential living environment that is conducive to scholarship, fraternal pursuits, and demonstrates a commitment to lives of excellence.

We appreciate the time and talent you give freely to the Fraternity in improving the lives of our undergraduates. Many of you provide selfless assistance and dedication to creating and maintaining living environments that reflect lives of excellence. Thank You.

While not intended to be a complete listing of every opportunity to interface with the chapter in a given school year, the *List of House Corporation Responsibilities* does provide a month-by-month primer that covers the basic responsibilities of the house corporation.

Your work truly makes a difference in the life of Delta Tau Delta. Thank you for being an important role model in our ongoing effort to provide for the education of youth and the inspiration of maturity.

August - *Greeting our Tenants* September

- Three weeks prior to resident move-in, House Corporation conducts final inspection/checks of facility. Maintenance and repairs are completed and facility is ready for move-in. (See *checklist* at www.delts.org/housing)
- School is in session. The house is open
- As the situation and time permits, members of the house corporation should be available to meet residents and their parents. Answer questions and be available. Your presence at this important time can help set the tone for how the residents respond to the house corporation in the future.
- House corporation should schedule a resident meeting immediately after move-in. A review of facility policies, rules, and guidelines is necessary.
- The first Monday after school begins the House Corporation conducts first monthly inspection and preventive maintenance checks.
- Fall fire inspection/fire drill occurs.
- Review the “Chapter House Self-Inspection” monthly. The house manager and the Shelter and Grounds Committee should complete this.
- Review shelter safety and security checklist.

Delta Tau Delta Fraternity List of House Corporation Responsibilities

October *In the Groove*

- October 15 - Leases for summer residents and next academic year signed and returned to House Corporation.
- October 30 - Preventative maintenance for winter completed.
- Review the "Chapter House Self-Inspection" checklist. The House Manager and the Shelter and Grounds Committee should complete this.
- Fall house corporation meeting to review property, maintenance, budget, projects and other items as appropriate and necessary. Rents for next academic year set. Next summer projects proposed and planned. Funding secured. If loan is necessary, paperwork is begun.
- Meeting with all tenants interested in living in house next year. Lease presented and reviewed
- Annual liability insurance payment due prior to November 1 to the Central Office.

November *Winter Transition*

- Final projects and improvements, for following year, approved by House Corporation.
- November 1 - Annual liability insurance payment due to Central Office.
- Review the "Chapter House Self-Inspection" checklist. The house manager and the Shelter and Grounds Committee should complete this.
- Thoroughly inspect the chapter house to ensure that all fire safety and physical maintenance issues are implemented. It is important for the members of the house corporation conduct their own inspection, in addition to the regular inspections by the undergraduate officers. After completing the quarterly inspection, develop a written report for all members of the house corporation.
- Second week of November: Residents notified of upcoming holiday schedule with regard to facility. If the facility is closed, when and what must residents do prior to departing? This list might include such things as: clean out personal refrigerators, unplug all electrical equipment; empty trash. Room keys should be collected to facilitate inspection/walk throughs by property manager or house corporation.
- November 15 - Form 990, Organization Exempt from Income Tax, form due (due the 15th day of the 5th month following the end of your fiscal year). Due now if fiscal year ended on June 30.

Form 990-T, Exempt Organization Business Income Tax Return (due the 15th day of the 5th month following the end of your fiscal year). Due now if fiscal year ended on June 30.

December *Holiday and Closure*

- Facility closed for the holiday break. Residents move out per house corporation guidelines.
- House Corporation inspects property after residents depart with house manager.

Delta Tau Delta Fraternity List of House Corporation Responsibilities

- Review the “Chapter House Self-Inspection” checklist. The House Manager and the Shelter and Grounds Committee should complete this.

January *Planning for Next Year Confirmed*

- Review the “Chapter House Self-Inspection” checklist. The house manager and the Shelter and Grounds Committee should complete this.
- House corporation conducts residents meeting to review fall term, plans for spring, and to answer any questions or concerns.
- Semi-annual inspection and maintenance completed prior to beginning of spring term
- Spring fire inspection/fire drill conducted.
- Rent for following year announced to residents.
- January 31 - Form W-2 due to employee (if applicable)

February *Spring Preparation*

- Spring House Corporation meeting.
- Approval of next fiscal year house corporation budget.
- House corporation should review property insurance limits of coverage and make changes, as appropriate.
- Review the “Chapter House Self-Inspection” checklist. The house manager and the Shelter and Grounds Committee should complete this.
- Thoroughly inspect the chapter house to ensure that all fire safety and physical maintenance issues are implemented. It is important for the members of the house corporation conduct their own inspection, in addition to the regular inspections by the undergraduate officers. After completing the quarterly inspection, develop a written report for all members of the house corporation.

March *The Home Stretch*

- Depending on location, house corporation should ensure that severe weather/tornado warning evacuation training is conducted.
- Review the “Chapter House Self-Inspection” checklist. The House Manager and the Shelter and Grounds Committee should complete this.
- Annual property insurance payment prior to April 1 to the Central Office.

April *Winding Down the Year*

- Review the “Chapter House Self-Inspection” checklist. The House Manager and the Shelter and Grounds Committee should complete this.
- April 1 - Annual property insurance payment due to Central Office.

Delta Tau Delta Fraternity List of House Corporation Responsibilities

- April 15 - House corporation prepares to close the facility for the summer. (See *checklist at www.delts.org/housing*)
- Move-out procedures established by the house corporation and distributed to residents.

May *Closing the House/Transition*

- Thoroughly inspect the chapter house to ensure that all fire safety and physical maintenance issues are implemented. It is important that the members of the house corporation conduct their own inspection, in addition to the regular inspections by the undergraduate officers. After completing the quarterly inspection, develop a written report for all members of the house corporation.
- Review the “Chapter House Self-Inspection” checklist. The house manager and the Shelter and Grounds Committee should complete this.
- Pending move-out inspection process, security deposits returned to residents.
- With the Chapter Advisor, meet With The Greek Advisor - Summer is an ideal time to schedule a meeting with the school’s Greek advisor or student affairs officer when the crush of daily events is reduced for campus personnel. Work to establish or continue a partnership with the host institution and affirm our commitment to the school and the community. Candidly discuss chapter and housing issues as necessary.

June *Maintenance & Upgrades*

- Semi-annual maintenance work begun and continues through summer – or as necessary. (See *checklist at www.delts.org/housing*)
- The House Corporation President and the Chapter Advisor should meet - Discuss housing issues from the school year just ended. Provide your assessment of the chapter, particularly from the perspective of the property manager. Work together to determine long-term maintenance issues, campus housing trends and the chapter’s ability to provide safe and quality housing that enhances its ability to recruit and retain the best men on campus.

July *Maintenance & Upgrades – Preparing for the Chapter*

- Annual maintenance projects begun and completed. (See *checklist at www.delts.org/housing*)

For additions or comments, please contact Director of Residential Life, Andy L. Longo at 1-800-335-8795 or andy.longo@delts.net

Visit www.delts.net/housing for more information.