



Oxford House Chapter Promissory Note

Tradition Six of Oxford House

Each Oxford House should be financially self-supporting although financially secure houses may, with approval or encouragement of Oxford House, Inc., provide new or financially needy houses a loan not to exceed one year.

Tradition Six has three important principles: (1) It emphasizes that each house should be self-supporting and not need a loan; (2) It recognizes that sometimes new houses or existing houses may need a loan to get on track or back on track with respect to self-support, and (3) It recognizes that a loan should be for a limited duration (no longer than one year) in order to make sure that some houses do not become dependent upon other houses and not function the way Oxford Houses are supposed to function.

To make certain that both the Chapter and the individual house asking for a loan understand the principles of Oxford House and the terms of the loan repayment, the Promissory Note becomes an important way to keep things clear.

In the rare situation where a loan is needed to keep or get a house going and is needed in order to protect the reputation of Oxford House, as a whole, this form should be completed in triplicate—one copy to the house getting the loan, one copy to the Chapter, and one copy to the Outreach Services Representative.

Promissory Note

Chapter _____ on this _____ day of _____ in the year _____ does

hereby loan Oxford House _____ the sum of \$ _____.

Loan Repayments are \$ _____ each month and begin the _____ day of the
month of _____ and are due for _____ number of months.

Signed _____ Chapter Chairperson

Signed _____ Chapter Treasurer

Signed _____ House President

Signed _____ House Treasurer

CHAPTER LOAN POLICY

One of the reasons for belonging to a Chapter is for a house to be able to get financial assistance if it gets into trouble. All the houses in a chapter are eligible for financial assistance, when needed, if they meet the following requirements:

1. The house must request a loan at a Chapter Meeting and set up an appointment with the Housing Service Committee to review their financial books.

2. At the agreed upon time, the Housing Service Committee will visit the house and take the following actions:
 - A. Complete an audit on the books for improprieties (embezzlement).
 - B. Check the rent receipt book for residents who are behind in rent.
 - C. Check the bills for unnecessary expenditures (excessive cable, phone, etc.)
 - D. See that the house income (individuals weekly rent from the residents) is in proportion to the house expenses and request the house to raise the rent if needed.
 - E. Have the house set up an emergency fund separate from house funds; the Housing Service Committee will work with the house on the amount that should be set up.
 - F. Review house lease to check on landlord and tenant liability for repairs.

3. If the house meets the loan requirements for the chapter, the Housing Service Committee will work with the house on setting the amount of the loan and the repayment plan. The house may request that chapter dues be waived during this repayment period.

Houses Inheriting Loans from Previous Tenants:

- A house may find itself liable for a loan incurred by previous residents. This is particularly true in the case of a start-up loan from Oxford House Inc. It is important to remember that it is the house that owes the money and that all past, present, and future residents of that house are responsible for repayment of these loans.

All houses must be operating under the guidelines established in the Oxford House Manual.

- This is not only necessary for a house to be eligible for financial assistance from a chapter, but also to maintain its charter as an Oxford House.

Chapters do not exist solely to provide financial assistance. Chapters are the glue that hold houses in an area together and give each house an opportunity to share its experiences (successful & unsuccessful) with others. Chapters provide a sense of security to individual houses that they are not alone when faced with serious problems that sometimes arise in an Oxford House.

Chapters provide quality control in making sure that their Oxford Houses are following the conditions of their charter so that the Oxford House name in the area can maintain its good reputation in the recovery community.

Chapters also exist to foster the expansion of houses when the number of recovering individuals looking for sober housing exceeds the number of beds available in an area.