

Oxford Houses of Virginia - Monthly House Report (Chapter Meeting to Chapter Meeting)

House Information				Date Completed:			
Name of House:			Address:				
City:	State:	Zip Code:	Day and Time of House Business Meeting:				
Phone Number:			Email Address:				

House Member Information						
Title:	Name:	Phone #:	Date Elected:	Is Member's EES Current?	Amount Owed to House?	Is Member New (First 90 Days)?
President						
Treasurer						
Comptroller						
Secretary						
Coordinator						
H.S.C. Rep						
H.S.C. Rep Alt.						
Member						
Member						
Member						
Member						
Member						
Total EES Owed						
Total Members Owing EES						

Current number of members: _____ Current number of vacancies: _____

Monthly house rent: _____ Amount of rent paid to landlord for **CURRENT** month: _____

Are all financial obligations paid in full [YES/NO]? _____ If not, list how much is owed and to whom (Include revolving loan, any chapter debts, rent and utilities): _____

Total outstanding financial obligations: \$ _____

Did House Secretary update vacancies for oxfordvacancies.com by text message at least once per week. [YES/NO]? _____

Did House Secretary check the house email account daily [YES/NO] _____

Did House President check the house voicemail daily [YES/NO]? _____

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List any repairs needed to your house. Discuss any contact with landlord regarding these issues.

List Information for Members Expelled

Member Name	Move-In Date	Move-Out Date	Money Owed House	Reason for Involuntary Departure	
				Relapse	Disruptive Behavior

List Information for Members Leaving Voluntarily

Member Name	Move-In Date	Move-Out Date	Is Member Registered with Alumni Assoc.	Contact Information: Address, Phone Number & Email

List Information for Members on a New Member or Disruptive Behavior Contract

Member Name	Start Date	End Date	Length	Reason for Contract

House Status [How is your House doing?]

House Secretary Signature:

Date: