

Oxford Houses of Virginia Monthly House Report

House Information			Reporting Period [Chapter Meeting to Chapter Meeting]		
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 #:	Email:	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							

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

Amount of rent owed to landlord per month: _____ 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: _____

Total outstanding financial obligations: \$ _____

Were World Services dues paid for previous month [YES/NO]: _____ Was Revolving Loan paid for previous month [YES/NO] _____

Did House Secretary log on to national website in order to update house data & vacancies at least once per week [YES/NO]? _____

Did House Secretary check the house email account [YES/NO] _____? How often? _____

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	Other

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 New Members on Probationary Contract & Any Other Members on Contract

Member Name	Start Date	End Date	Length	Reason for Contract

House Status [How is your House doing?]

Completed By:	Date:
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