

## HOUSING PARTICIPANT APPLICATION

1. Legal name of Applicant: \_\_\_\_\_

2. Address of present chapter house, facility, or lodge \_\_\_\_\_

3. Does Applicant own present chapter housing? Yes  No

a. If Yes, is the land owned or leased by Applicant? \_\_\_\_\_

b. If No, does Applicant lease present chapter housing? Yes  No

4. Is there currently a mortgage on the chapter house property? Yes  No

If Yes, amount of existing first mortgage \$ \_\_\_\_\_ Term Remaining \_\_\_\_\_ years.

Interest Rate \_\_\_\_\_ Annual Payment \_\_\_\_\_

Name of mortgage company \_\_\_\_\_

Amount of any existing second mortgage \$ \_\_\_\_\_ Term Remaining \_\_\_\_\_ years.

Interest Rate \_\_\_\_\_ Annual Payment \_\_\_\_\_

Name of mortgage company \_\_\_\_\_

5. List of personal property located at chapter house property (attach sheet if necessary):

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*Please note property not owned by Applicant or subject to a security interest of a 3rd party*

### COMMENTS:

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**APPLICANT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Email address: \_\_\_\_\_

**This application must be accompanied by:**

- A copy of Articles of Incorporation of the Applicant as on file with the Secretary of State or other state official (if applicable). If Applicant is not incorporated provide a copy of the charter or other organizing document.
- A copy of the Bylaws or other governing document of the Applicant, certified as current by an officer of the Applicant.
- Resolution adopted by the governing body (e.g., Board of Directors) and members (if applicable) of the Applicant specifically authorizing named officers to apply for participation in WPN National Housing Company, LLC's ("WPN") program, to enter into WPN Housing Company Relationship Agreement ("Agreement") and to execute the documents required by the Agreement, including, but not limited to, documents necessary to transfer Applicant's property to WPN.
- Financial statements for the three fiscal years preceding the date of this application. Please include an accountant's compilation or Review and copies of the latest 990/990-T tax returns, if available.
- Bank Statements from the past twenty-four (24) months. Please include the name of the name of the bank, the address, and the individual(s) named on the account. Provide a current balance of all checking, savings, and money market accounts held in the name of the Applicant.
- Provide a copy of the current and previous fiscal year budget. Include a copy of all outstanding accounts receivable including but not limited to anything in collections.
- If Applicant currently owns the chapter house, a copy of the deed or other document evidencing Applicant's ownership.
- If Applicant currently leases the chapter house, a copy of the current lease in effect for the property.
- A copy of the ground lease, if the land is leased from the university or other entity.
- A copy of all college/university housing policies that are in effect at the location. This may include any college/university agreements for security, monitoring, etc.
- Provide copies of any noise complaints, city notifications, fines or college/university discipline imposed on the facility or the Applicant in the past twelve (12) months (if applicable).
- A copy of the most recent title commitment, survey, environmental report, soil inspection report, physical condition inspection report, zoning approval, tax bill and appraisal of the property, if available.
- Copies of all loan documents related to any existing mortgage(s) encumbering the property, including promissory notes, loan agreements, mortgages, deed of trust, security instruments, etc.

- A copy of the current lease and/or housing agreement in effect pursuant to which Applicant leases the chapter house to the chapter and/or rooms to chapter members including all parent guarantor forms.
- A copy of any property management agreement currently in place for the chapter house.
- Copies of any other vendor/service contracts (e.g., lawn care, snow removal, HVAC maintenance, etc.) currently in place for the chapter house.
- Provide a copy of the most recent invoice from each of the facilities vendors.
- Copies of recent city and vendor safety inspections, if applicable. This could include fire suppression/sprinklers, fire extinguishers.
- Copies of any other documents which may be necessary or desirable to facilitate the transfer of the chapter house property from the Applicant to WPN or which might affect Applicant's title to the property.

***NOTE: In the event that Applicant is the fee owner of the chapter house property, Applicant shall cooperate with WPN in obtaining a complete title search of such property and an owners' title insurance policy issued by a title company acceptable to WPN, insuring fee simple title in the property to the WPN as of the date and time of recordation of the deed, at the expense of the applicant.***