



# SIG TAU

## WPN HOUSING

### **WPN Policies**

WPN Management Company, LLC

## **Contracting Policy**

The goal of this policy is to provide clarity of the expectations and obligations of contracts.

The housing, meal plan, and parking contracts are legally binding agreements made between the member, the guarantor, and the chapter. WPN facilitates the management of the contract on behalf of the chapter. Each contract requires the completion by the member, guarantor, the chapter's director of finance and operations, and a WPN representative. The guarantor is someone who will guarantee fulfillment of the financial obligations of the contract if the member fails to pay as agreed. This individual would also serve as your emergency point of contact. By executing the contract, the member thereby mutually covenants and agrees to all terms of the contract including chapter or WPN policies, bylaws, and rules of membership by Sigma Tau Gamma.

### **I. Security Deposits**

Per the individual housing contract, a \$500.00 security deposit is required per member. The security deposit is due upon the execution of the individual housing contract or December 31 of the year prior to the occupancy period, whichever is later. The security deposit is held for the duration of the individual housing contract with WPN in compliance with state laws.

Any unused security deposit will be returned to the member after the termination of the member's housing contract term within 30 business days, or otherwise required by the state, provided that the member has paid all charges due such as unpaid rent, meal plan, or damage charges.

If a member is renewing their housing contract for a consecutive term, their housing deposit will be rolled over in full to their renewed contract. If there were damage charges from the previous term, those will be applied to the member's Buildium account and not removed from the security deposit.

Members are responsible for updating their mailing address via [noblemen@sigtua.org](mailto:noblemen@sigtua.org) to have on file for WPN Staff to mail back their unused deposit. Notice reminders about this are provided during move-out communication. Members are expected to provide any address changes within three (3) days upon the end of the contract term to WPN. Any accounts without a current address that thereby require the deposit to be reissued will be assessed a check issuing fee.

### **II. Timeline**

Contracts will become available for the subsequent year during the previous academic year. (Example: Fall 2021 housing contracts will be available for fulfillment in Fall 2020-Spring 2021). Any individual interested in receiving a contract (housing, meal plan, parking, etc), must complete a [Tenant Application](#) and execute the steps below.

- Tenant Applications: due November 15
- Completed Contract: due December 15
- Housing Deposit: due December 31

### **III. Membership Status for Individuals with Contracts**

An eligible member is defined as one who is an active, undergraduate brother in good standing with Sigma Tau Gamma Fraternity and the university. Any individual who does not meet these terms is in default of the contract (such as an alumni brother, dropped associate member, or

expelled member) and use of the chapter facility and associated services may be terminated. Any individual whose status changes from being an active brother or active associate member remains responsible for all payments and charges during the entire term of the contract.

#### **IV. Associate Member Participation**

With written approval by WPN Staff, a chapter may request that associate members be approved to participate in the chapter house meal plan or reside in the chapter facility prior to being initiated. An associate member may not move into the chapter facility until the housing contract is executed and the deposit is paid. All associate member meal plan contracts must be completed by October 15 for the fall semester and February 15 for the spring semester.

#### **V. Outstanding Contracts**

Any incomplete contract including those with unpaid deposits by June 30 will be canceled and the chapter will be billed accordingly, on July 1 for all vacancies.

#### **VI. Contract Extensions and Renewals**

Members with an expiring single semester contract term, where applicable, will be offered the opportunity to extend their contract for an additional term called a contract renewal. This is most common for fall semester only contracts to be offered an extension into the spring/summer semester(s). Offers will typically be presented in November via email for spring semester renewals. The member must notify WPN Staff in writing to [noblemen@sigtau.org](mailto:noblemen@sigtau.org) of their intention of contract renewal by December 1. Extensions will no longer be available after December 1.

#### **VII. Contract Release Requests**

If a member would like to be released from his contract for any reason (leaving school, study abroad, internship/co-op, drop the organization, etc.), the chapter's executive cabinet (specifically the chapter president and director of finance & operations) determine if the chapter is to release the member from the contract or not.

The individual housing contract provides that the member can petition the chapter to be released from the contract. A chapter can select from the following possible outcomes:

- a. Release with Chapter Expense Assumption. The chapter can release the member and the chapter, in turn, takes responsibility for the full financial terms of the contract for the remainder of the contract.
  - The member loses the \$500 security deposit and is charged a \$500 cancellation fee.
- b. Release and Fill the Spot with Another Member. The chapter can release the member and the chapter will fill the vacancy with another member under the same contract terms.
  - Member loses the \$500 security deposit and is charged a \$500 cancellation fee.
  - The replacement member would be responsible for paying a \$500 security deposit.
  - If a replacement member is not secured, the chapter is responsible for the financial expenses as a vacancy cost for the remainder of the contract.
- c. Deny the Release. The chapter can deny the release in which case the member would be responsible for the full financial terms of the contract.

The chapter will need to notify WPN staff in writing to [noblemen@sigttau.org](mailto:noblemen@sigttau.org) of their decision and the effective date so WPN can make adjustments accordingly to the Buildium accounts. Changes will not be made without written approval.

Contract cancellations are accepted through October 15 for the Fall semester and February 15 for the Spring semester. Any requests thereafter will be denied.

**XIV. Subcontracting**

Members may subcontract their space to another member of the fraternity for a term of their contract with WPN approval and payment of fees required by WPN. Most commonly this occurs during the summer term. Subcontracting is only available to undergraduate members of Sigma Tau Gamma and not available to non-members. Members seeking to subcontract a room should email WPN staff at [noblemen@sigttau.org](mailto:noblemen@sigttau.org) for additional instructions.

**VIII. Meal Plans**

All members who reside in a chapter facility with a commercial kitchen or contracted foodservice are expected to participate in the meal plan. If a partial meal plan option is available, a partial meal plan would only be available to out-of-house members. Those who live in the house would be on a full meal plan.

**IX. Summer Housing and Storage**

Some chapter properties have the opportunity to offer summer housing or storage to members for May through July. Visit our [Frequently Asked Questions](#) webpage for more details.