

WALTER B. PALMER FOUNDATION, INC.

Loan Application Instructions

INSTRUCTIONS: PLEASE COMPLETE ALL PARTS OF THIS APPLICATION. If you have questions please contact the Phi Delta Theta General Headquarters staff for clarification.

GENERAL INFORMATION

Individual Completing Application: _____
Name and Volunteer Position

Address: _____
Street City State/Province Zip Code

Contact Information: Home #: _____ Cell #: _____

E-mail Address: _____

List of current undergraduate chapter officers:

President: _____
Name Cell Phone E-mail Address

Vice President: _____
Name Cell Phone E-mail Address

Treasurer: _____
Name Cell Phone E-mail Address

REQUIRED ATTACHMENTS

- Land Lease if applicable
- Last undergraduate chapter audit
- Last House Corporation audit
- Chapter facility photos: Front, back, street scene, living area, kitchen, and at least two (2) sleeping rooms
- A full copy of all insurance is required if not insured by James R. Favor & Company.
- Appraisals may be required if the amount of the loan exceeds 50% of the value of the house and property.
 - If appraisal is required General Headquarters staff will notify you.
 - Most loans will require a title search. General Headquarters staff will notify you on the loan commitment and will order if required.

SEND COMPLETED APPLICATION TO PROVINCE PRESIDENT & GHQ

- A copy of the loan application must be sent to the Province President. This will afford him the opportunity to endorse the project and add any supplementary comments. The Province President does not approve or disapprove the application.
- *Return completed application to:* Director of Housing and Insurance Melanie Clayton, Phi Delta Theta General Headquarters, 2 South Campus Avenue, Oxford, OH 45056 or via fax at (513) 523-9200 or via e-mail at melanie@phideltatheta.org

WALTER B. PALMER FOUNDATION, INC.

Loan Application

GENERAL INFORMATION AND REQUEST

Name of House Corporation: _____ Date: _____

Name of Chapter: _____ Name of School: _____

Property Address: _____
Street City State/Province Zip Code

Requested Loan Amount: _____ Purpose of Loan: _____
Max \$250,000 New construction / renovation / life safety / etc.

Type of Loan: ___ 15 Year Fixed ___ 10 Year Fixed ___ 5 Year Fixed ___ 5 Year Interest Only

PURPOSE

Briefly summarize the purpose of your loan request. (Attach additional pages if necessary)

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PROPERTY DESCRIPTION

Building Type: _____ Construction: _____
Single Family, Attached, etc. Brick, Frame, Stucco, etc.

Date of original construction: _____ Approximate Square Footage: _____

Number of Stories: _____ Number of Rooms: _____ Sleeping Capacity: _____

Value of Land: _____ Value of Building: _____
Please provide best known estimate Please provide best known estimate

PRESENT FINANCING

Mortgage Holder: _____

Rate: _____ **Term:** _____ **Payment:** _____
Percentage rate # of years per month

Loan Matures on: _____ **Current Balance:** _____
Date

Second Mortgage Holder: _____

Rate: _____ **Term:** _____ **Payment:** _____
Percentage rate Number of years per month

Loan Matures on: _____ **Current Balance:** _____
Date

Land Lease Payment: (if applicable) _____

UNDERGRADUATE CHAPTER INFORMATION

Number of Brothers: _____ **Number of Phikeias:** _____ **Number of Alumni:** _____

Number of men living in present facility: _____

Monthly income from men living in facility: _____

Monthly income from: _____ **Member Dues:** _____ **Phikeia Dues:** _____

Monthly rental income: _____

Monthly Expenses: _____ **Taxes:** _____ **Utilities:** _____ **Insurance:** _____

SUPPLEMENTAL INFORMATION

Please take the opportunity to express any additional items that have not been addressed above.

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Return completed application to:
Director of Housing and Insurance, ΦΔΘ General Headquarters, 2 South Campus Avenue, Oxford, OH 45056