

HOUSING SUMMARY REPORT

(To be completed and brought to Chapter Meeting each month)

Month: _____ Name of House: _____ Capacity: _____

House President _____ House Meetings Day/Time _____

Vacancies: _____ # of Applications Received: _____ # Admitted: _____

DEPARTURES: - Relapses: _____ Voluntary: _____ Other Causes: _____

Total Number of Residents at the End of Month: _____ Contracts: _____

Names of those who relapsed: (please include any departures who still owe money, the amount and the reason E.E.S. (Equal Expense Shares/ dues, fines, etc.).

\$ in Checking: _____ \$ in Savings: _____ \$ in Petty Cash _____

Number of Members owing E.E.S.: _____ Total Outstanding E.E.S.: _____

Total number of unpaid bills: _____ What bills are unpaid: _____

LOAN STATUS: Loan Payment # _____ Date Due: _____ Amount of Payment: _____

Amount of Contribution to World Services: _____

Monthly Audit Attached: Yes _____ No _____

Vacancies Updated on Website: Yes _____ No _____

House Email Account Checked: Yes _____ No _____

House Answering Machine/Voicemail Checked Daily: Yes _____ No _____

Comments (how is your House doing: AA/NA Attendance, Conflicts, Etc...)

Signature and Title: _____

Oxford House: A New Way of Living