

OXFORD HOUSE “CONDITIONAL CHARTER” APPLICATION

Oxford House are self-run, self-supporting recovery homes made up of at least six individuals recovering from alcohol and/or other drug addictions. Oxford House World Services is a non-profit organization that serves as the umbrella organization for the national network of Oxford Houses throughout the United States. Individuals may file this application to Oxford House World Services for a charter for no charge, but the following charter conditions must be met:

- Oxford Houses Must Accommodate A Minimum Of Six People
- Oxford Houses Must Expel Relapsers Immediately
- Oxford Houses Must Be Democratically Run By The Residents
- Oxford Houses Must Be Financially Self-Supported

Subject to the terms and conditions below, a “*Conditional Oxford House Charter*” will be immediately provided for 180 days during which time the house must demonstrate that it is organized and operating according to the conditions above:

PLEASE COMPLETE THIS TWO-PAGE APPLICATION CAREFULLY:

INFORMATION ABOUT YOUR HOUSE <i>(You must verify the name availability with Oxford House World Services before signing the lease or submitting this form – please call 1-800-689-6411 to reserve the name)</i>		
Name Of Your House:	Oxford House	
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	FEIN Number:
Email:		

APPLICANTS <i>(Oxford House requires a minimum of <u>six</u> residents in each house however, four or more may apply for a charter)</i>	
Name of Applicant	Telephone
1.	
2.	
3.	
4.	

WHERE DID YOU LEARN ABOUT OXFORD HOUSE			
<input type="checkbox"/> State Agency	<input type="checkbox"/> AA/NA	<input type="checkbox"/> Rehabilitation Center	<input type="checkbox"/> Other
The Oxford House Registry must be completed as part of this application. When this application and a signed original Lease are received by the World Services Office, a “Condition Charter” and start up kit will be mailed to the contact person listed on this application. The startup kit will contain the requirements for obtaining a “Permanent Charter” at the end of 180 days.			

OXFORD HOUSE "CONDITIONAL CHARTER" APPLICATION

COMMITMENT AND SIGNATURES:

By signing below, each applicant agrees to abide by the conditions of the Oxford House Charter:

- Oxford Houses Must Accommodate A Minimum Of Six People
- Oxford Houses Must Expel Relapsers Immediately
- Oxford Houses Must Be Democratically Run By The Residents
- Oxford Houses Must Be Financially Self-Supported

Applicants Signatures

(Oxford House requires a minimum of six residents in each house however, four or more may apply for a charter)

Applicant Signatures:	Date:
1.	
2.	
3.	
4.	

This application will be acted upon by the Oxford House World Services Office within 30 days of its receipt. Please be sure to provide the name and number of a contact person below in case there are questions concerning this application:

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day Telephone: _____ Evening Telephone: _____ Fax: _____

Email: _____

A signed ORIGINAL copy of your house lease must accompany this application (if one was not sent with the loan application). The Lease must be signed in the name of the house by one individual (John Doe for and behalf of Oxford House 3rd Street , for instance). Leases signed in any other fashion will not be acceptable.

Return Application and Lease To:

Oxford House World Services
1010 Wayne Avenue, Suite 300
Silver Springs, Maryland 20910
301-587-2916 or 1-800-689-6411

OXFORD HOUSE REGISTRY
(THIS FORM MUST ACCOMPANY CHARTER APPLICATION)

HOUSE NAME (reserve name by calling 1-800-689-6411)

 Address _____

 City _____ State _____ Zip Code _____

 County _____ Phone Number _____

 E-Mail _____

THIS HOUSE IS FOR:
 Men Woman
 Woman/Children Men/Children
 This Report Was Prepared By:
 Name: _____
 Contact #: _____

TELL US ABOUT YOUR HOUSE:
 Type: Detached Duplex Row Condo Apt. No. of bedrooms _____ No. of Baths _____ No. of Kitchens _____
 Garage: #of spaces _____ other parking spaces: _____ Do you have a basement Is there an exit from the basement
 Patio/Grounds size _____ Cooking Stove: Electric Gas Heating: Electric Gas Fuel Oil
 Check appliances you have: Stove/Range Oven Refrigerator Freezer Dish Washer Smoke Alarm Air
 Conditioning Proximity to Public Transportation _____
 Name of Landlord _____ Street Address _____
 City _____ State _____ Zip _____ Phone _____ E-mail _____

TELL US ABOUT YOUR LEASE AND COST
 Terms of Lease (no. of years) _____ Is your lease renewable **Yes / No**, Monthly Rent _____ Security Deposit _____
 Is there an Escalator Clause? **Yes / No**. Percent of increase _____. Maximum Tenant Repair Liability _____
Required Security Deposits for Utilities:
 Gas _____ Fuel Oil _____ Electric _____ Telephone _____ Water _____ Other _____
Estimated Cost of Utilities Per Month (if available):
 Gas _____ Fuel Oil _____ Electric _____ Garbage _____ Telephone _____ Water _____ Other _____

TELL US ABOUT YOUR HOUSE PROGRAM:
 # of adult beds (must have a minimum of six) _____ Proposed rent per person per week _____ Entry fee required _____
 Did your house get a startup loan? **Yes / No**. Source of startup loan _____
 Amount of loan _____ Day and time of house meetings: _____
 Does your house belong to a chapter? **Yes / No**. Has the chapter inspected your house? _____

Return With Charter Application To Oxford House World Service Office