



Request for Encumbrance of Records

Chapter Name

Students Name: _____

M-Number: _____

Amount Owed to Chapter: _____

Breakdown of Charges (Must be specific):

Charge (House rent, house maintenance fee, etc.)	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Charges: _____

I attest that the hold placed on this record is due to the member's delinquency in paying fees associated specifically with maintaining the chapter house. This hold has not been requested due to delinquency in paying general membership dues or other fees.

Signature of House Corporation Officer

Date

House Corporation Officer (Please Print)

Phone: _____

For Office Use Only:

Date of Encumbrance: _____

By Whom: _____

Date Hold Removed: _____

By Whom: _____

Removal of hold authorized by: _____

Date: _____