

## **Before opening a new house do a little research**

1. Is there a need? What is the need? Women's/Men's, Re-entry for Women/Men, or Women/Men with Children?
2. Is there a chapter that will support this house?
3. Are there seasoned members willing to open a new house?
4. Are the houses in the area consistently full?
5. Is there an overflow of applications?

*If you answered yes, these questions, then it is time to open a new Oxford House in the Area*  
*The form can be found under the "forms" section in this Taplink, submit to FORA once a need has been Identified.*

## **Where to Look for a House**

1. Once the need has been found the next step is to find a house.
2. Remember we do not lease houses in high drug trafficking areas. The motto is "Nice Houses in Nice Neighborhoods." We do not want a newcomer fresh out of treatment or jail to return to the same neighborhoods that they were previously in.
3. Current investors or landlords are a great start to finding a potential home to lease.
4. Zillow, realtor, property management companies and recovery community connections are all wonderful places to look for potential homes.

# What to Look for in a House

1. When looking for a house start looking for houses with 5 or more bedrooms and 2 or more bathrooms  

\*\*If the need is for a women's house, the more bathrooms the better. If the need is for a men's house the more kitchen space the better.
2. Adequate parking. Off-street parking is particularly important for larger houses.
3. Near public transportation. Within at least ¼ of a mile to ensure that members without vehicles or driver licenses can get to work, appointments and meetings.
4. Adequate square footage (2,100 sq ft is ideal).
5. Price for the location. Research rental prices in the approximate location of the potential home. Zillow.com is a great resource for this.
6. Large kitchen or multiple kitchens. The kitchen needs to have enough room for multiple refrigerators.
7. Large communal areas to accommodate all house members.
8. Houses with Central Heat and Air are not required but preferred. If space heaters and A/C window units need to be run that is going to lead to higher electric bills.
9. Houses that come furnished with appliances are ideal, but not required.

## Contacting the Potential Landlord/ Investor

1. Go prepared. Have a landlord packet printed and ready (that can be found under the "Resources" section in this Taplink).  

Have a Friends of Recovery Brochure with you (those can be obtained by request through an email to [Office@friendsofrecovery.com](mailto:Office@friendsofrecovery.com)).

Also have a few business cards with you (if you are running low, email [office@friendsofrecovery.com](mailto:office@friendsofrecovery.com) and we will get those sent to you).
2. Dress for success. Appearance is important.
3. Briefly explain the Oxford House Model and Concept.
4. Explain the benefits of leasing to an Oxford House. Remember the first house ever opened in Kansas was in 1991. That home is still in the same location being leased to this day.
5. Follow up. Give the Landlord 2 business days before following up.

# Is the house affordable

A simple method of finding out if the prospect house is affordable is to multiply the monthly rent by 2 to get the ideal "magical number". This is the number that the house needs to bring in monthly to run financially sufficiently.

Now to figure out the number of chartered beds needed to run sufficiently and what the EES (Equal Expenses Shared) should be is found by using the formula below.

\*\* Remember monthly EES is calculated by a weekly amount multiplied by 4.33. The reason for this is because there aren't always four weeks in a month. To find 4.33, you divide weeks in a year 52 by months in a year 12. \*\*

## **\*\*Example of how to find EES and Chartered Beds for a house\*\***

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Monthly Rent is \$2,000.00 and Monthly Bills \$2,000.00

The "magical number" is \$4,000.00.

Formula used in the chart →

(Magical Number divided by Chartered Beds divided by 4.33)

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Chartered Beds	Weekly EES Per Member	Household Monthly Income
6	\$154	\$4,000.92
7	\$132	\$4,000.92
8	\$116	\$4,018.24
9	\$103	\$4,013.91
10	\$93	\$4,026.90

Although every Oxford House has the privilege of autonomy, encourage the members to only set one standard weekly rate for every member in the house. This is whether they have a single room or not. Single rooms come with the privilege of being a seasoned member. Remember EES stands for Equal Expenses Shared, this means that the expenses of the house should be shared equally among all members even if they are in a single room.