

Checklist – Leasing Property FROM Another Party

Please provide the following information:

1. An unsigned copy of the proposed lease must be provided in advance. A signed copy must be sent after closing. **The “legal” name** as appears on the corporate charter must be used. Governor signs lease as President and Administrator as Secretary of the corporation. The following clauses should be considered:
 - a) Address to be leased
 - b) Term
 - c) Rent
 - d) Use
 - e) Maintenance
 - f) Common area charges
 - g) Termination clause
 - h) Insurance
 - i) Default clause
 - j) Notice:
 - k) Holding over
 - l) Surrender
 - m) Assignment
 - n) Subletting
 - o) Indemnification
 - p) Signs
 - q) Bankruptcy
 - r) Foreclosure
 - s) Estoppel Certificate
 - t) Right to enter
 - u) Parking
 - v) Option to purchase
 - w) Early termination
 - x) Moose International clause (***This clause below must be in lease!***)

“It is understood and agreed by and between the parties hereto that Moose International, Inc., located at Mooseheart, County of Kane, State of Illinois, assumes no liability which might be incurred by either party to this Agreement during the term of said Agreement. The Parties to this Agreement shall indemnify and hold Moose International, Inc., an Indiana not-for-profit corporation, harmless from and against any claim, loss or damages, including reasonable attorney’s fees, in all disputes related to this Agreement”

2. Diagram and pictures of building to be leased including exterior and interior dimensions (square feet).
3. Confirmation area zoned for fraternal lodge and alcoholic beverage license is obtainable.
4. Regional Manager’s Input (Opinion of building and expected effect on lodge and membership growth).
5. A dated copy of Special Meeting Notice sent to membership explaining the specifics of the vote to be taken during the special meeting as required by the General Laws.
6. Minutes of the special meeting in which this action was approved, signed by Administrator and Governor.
7. Original **“Lease Property Resolution”** (completed with signatures, date & seal).
8. A separate resolution for establishing a social quarters permit must be submitted.

The purpose of the General Governor’s office is to ensure compliance with the General Laws of the fraternity. It is neither expressed nor implied that the General Governor’s office renders legal advice. It is strongly recommended the lodge retain local counsel to advise the lodge on all legal matters.