

Checklist – Sale of Real Property

Please provide the following information to the General Governor's office:

1. Appraisal or market research document by a real estate broker to establish sale price. If property value is greater than \$500,000 a fee based independent professional appraisal required.
2. Regional Manager's input into proposal.
3. Reasons for sale of property.
4. Liabilities (including total amount due Moose International).
5. Itemization of how loan proceeds will be disbursed including amount due Moose International.
6. Copy of the proposed sales contract (not signed by lodge).
7. 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. The special meeting notice can either be an individual mailing or if time permits, as a notice in the lodge newsletter.
8. A copy of the special meeting minutes, signed by the Administrator and Governor.
9. Original **"Sale of Lodge Real Property Resolution"** or **"Universal Resolution/Dispensation Request Form"** (Completed with signatures, date & seal). The dollar amount noted is the minimum acceptable sum approved by your membership for the sale of property.
10. Upon approval of resolution, the lodge must provide a monthly status report of the progress of the sale of the property. After closing, a copy of all signed closing documents must be sent to the General Governor's office at Moose International.
11. If a time factor is involved whereby earnest money has to be deposited, or documents signed to hold the property, the agreement **must** contain a contingency clause stating:

"The sale of the building/property described herein is contingent upon approval of the lodge membership and Moose International. Should approvals not be obtained all earnest money will be refunded."

Important Note: 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.

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