

## Checklist – Sale of Real Property

### Please provide the following information to the Compliance 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/Territory 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. 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) AND A copy of the special meeting minutes, signed by the Administrator and President.
7. A copy of the proposed sales contract (not signed by lodge).
8. **"Sale of Lodge Real Property Resolution"** (Completed with signatures, date). The dollar amount noted is the minimum acceptable sum approved by your membership for the sale of property.
9. After an agreed sale price between lodge and buyer is determined a **"Universal Dispensation Request Form"** for Sell of Real Property with actual sale price must be submitted to the Compliance Office (Completed with signatures, date) for final approval.
10. After closing, a copy of all signed closing documents must be sent to the Compliance 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 Compliance Office is to ensure compliance with the General Laws of the fraternity. It is neither expressed nor implied that the Compliance Office renders legal advice. It is strongly recommended the lodge retain local counsel to advise the lodge on all legal matters.