

**THE GRAND LODGE OF ANCIENT
FREE AND ACCEPTED MASONS
OF
NORTH CAROLINA
LODGE SERVICE COMMISSION
APPLICATION FORM**

(Date)

(Person to Contact)

(Name of Lodge)

(Address)

(Name of Master)

(Phone Number)

(Address of Lodge)

NC

(City)

(Zip)

To The Lodge Service Commission:

No. _____ of _____

North Carolina hereby applies to the Lodge Service Commission for approval to:

Borrow Money (Complete Sections I and II),

Enter into a Building Project (Complete Sections I, III, and IV),

Purchase or Sell Real Estate (Complete Sections I and III),

Lease Real Estate for a Term of Five Years or More, as

Landlord or Tenant (Complete Sections I and V),

As Landlord Rent Real Estate for office or commercial purposes, which the Lodge owns and with respect to which it owes or has secured any indebtedness (Complete Sections I and V),

Create or Organize a Civil Corporation (Complete Sections I and VI),

Borrow Money in the Name of an Association or Company (Complete Sections I, II, and VI),

Amend the Charter or By-Laws of, or dissolve a Civil Corporation (Complete Sections I and VI), or

Enter into a Joint Enterprise to Build, Own, or Manage a Building (Complete Sections I, III, IV, and VI) or for any other purpose (Complete Sections I and VI).

SECTION I.
LODGE FINANCES

1. Attach a copy of the Lodge's Finance Committee's audit for the most recent calendar year.

2. Attach a copy of the Lodge's budget for the current year together with a copy of the minutes of the stated communication at which the budget was adopted.

3. Attach a copy of a current financial statement (balance sheet) of the Lodge.

4. The Lodge has _____ members as of _____.

5. Annual dues are \$ _____.

6. For the year ended _____, the Lodge remitted the dues of _____ members.

7. Total receipts from dues for the year ended _____ were \$ _____.

8. Total operating expenses for the Lodge for the year ended _____ were \$ _____.

9. The Lodge currently owes \$ _____ on borrowing authorized by the Lodge Service Commission on _____. Attach a copy of the Lodge Service Commission's authorization for this borrowing. This debt requires a payment of \$ _____ per _____ at a _____ fixed _____ variable interest rate of _____ % and is due and payable in full on or before _____.

10. If the Lodge conducts any fund raising activity for the benefit of the lodge, please attach a copy of the authorization obtained for the project from the Committee on Subordinate Lodge Special Activities and a copy of the report on the project filed with that committee.

11. If the Lodge has any source of income other than dues, initiation fees, contributions, and interest paid on bank deposits please explain with appropriate detail both the nature of the income and its source.

SECTION II.
LOAN

1. The Lodge now wants to borrow \$ _____, for a term of _____ months at a _____ fixed _____ variable interest rate of _____ per cent per annum.

2. The _____ (monthly, quarterly, etc.) payment of principal and interest will be \$ _____.

3. The Lodge will borrow the money from _____.
If the lender is not a bank or savings and loan, describe the lender's relationship to the Lodge.

4. Attach a copy of the proposed note or other evidence of indebtedness.

5. Attach a copy of the deed of trust or other security instrument the Lodge will give the lender.

6. If the lodge wishes to borrow money for a purpose other than a building project or the purchase of real estate which is also the subject of this application, please describe in detail the purpose to which the borrowed funds will be applied.

SECTION III.
REAL ESTATE

1. Does the Lodge own the property? _____

A. If the Lodge owns the property answer the following:

- (i) In what year was it purchased? _____
- (ii) How much did it cost? \$ _____
- (iii) Attach a copy of the Lodge Service Commission's authorization to purchase the property.
- (iv) Is the lot fully paid for? _____ If not, what amount is still owed? \$ _____ To whom? _____
How is the debt secured? _____ Attach a copy of the Lodge Service Commission's authorization for this borrowing and the note and deed of trust or other instruments evidencing and securing the debt.

B. If the Lodge is applying for permission to purchase or sell the property answer the following questions.

- (i) What is the purchase price? \$ _____
- (ii) What is the appraised value of the lot? \$ _____
- (iii) Who made the appraisal? _____
- (iv) Attach a copy of the appraisal.
- (v) Attach a copy of the proposed contract.
- (vi) If the Lodge is applying for permission to purchase the property attach a copy of the deed or the proposed deed or other instrument by which the Lodge has or will acquire title to the lot.
- (vii) If the Lodge is applying for permission to purchase or build on the property, attach a signed copy of the Lodge's attorney's Opinion of Title. The Opinion of Title should include the attorney's report on whether zoning and other local land use regulations will allow use of the property for a lodge.

C. What is the assessed value of the lot for *ad valorem* real property tax purposes? \$ _____

2. Does the Lodge have three or five trustees (The Code Reg 44-7 Article 16)? _____ Attach a copy of the portion of the By-laws of the Lodge which pertains to trustees. List the names of the Lodge's current trustees. _____, _____, _____, _____, and _____.

3. Attach a sketch or drawing showing location of the lot in relation to public streets and highways.

SECTIONIV.
BUILDING PROJECT

1. Attach a sketch or drawing showing the location of the building or the proposed building on the lot. The sketch or drawing should also show the location of the lot in relation to public streets and highways. A copy of a physical survey is preferred.

2. Attach a copy of the plan of the building showing the location, size, and arrangement of the lodge room and all adjoining and ante-rooms on the same floor as the lodge room. If the project calls for the remodeling of an existing building, attach a plan of the proposed renovations. (Please try to use 8 1/2 X 11 paper.)

3. Describe the materials that will be used in the proposed construction or renovation (wood frame, brick, brick veneer, plywood paneling, drywall, etc.)

4. What is the estimated cost of the project? \$ _____

5. Who made the estimate? _____ Attach a copy of the estimate.

6. Will the work be performed under a fixed price _____ contract? Attach a copy of the proposed contract.

7. Will the Lodge employ a general contractor? _____ If so, will a performance bond be required? _____ If so, in what amount? \$ _____ Who will be the surety on the bond? _____.

8. What amount of money, if any, has actually been paid out on the project to this date? \$ _____ What was the money spent for? _____

9. What amount of money, if any, is owing and unpaid on the project? \$ _____. What was this debt incurred for? _____

Attach a copy of the Lodge Service Commission's authorization of this debt.

10. Will the project fully comply with any applicable zoning regulations? _____

11. Will the project comply with all applicable building and fire codes and regulations? _____

12. Who will certify compliance of the project with zoning, building, and fire codes and regulations? _____ If a certificate of zoning, building code, or fire code compliance has already been obtained, please attach a copy.

13. What amount of insurance will be carried on the project for loss or damage by fire or other casualty? \$ _____ What is the premium? \$ _____

14. What amount of insurance will be carried on the project to protect the Lodge from liability for any loss or injury suffered by any person as a result of the project? \$ _____ What is the premium? \$ _____

15. How will the Lodge pay for the project? _____

16. Has the Lodge obtained permission from the Committee on Subordinate Lodge Special Activities for any fund raising project it plans? _____ If so, please attach a copy of the authorization. If not, please fully describe the planned fund raising activity.

SECTION V.
REAL ESTATE LEASES

1. Attach a copy of the proposed lease.

2. If the Lodge is the proposed Tenant, describe its proposed use of the property. _____

If the Lodge plans to use the leasehold as its regular meeting place, attach a sketch of the building. If the leasehold will require modifications, complete Section IV.

3. If the Lodge is the proposed Landlord, describe the Tenant's proposed use of the property in detail. Attach additional sheets if necessary. _____

4. If the Lodge is the proposed Landlord, does it owe any money on the proposed leasehold? _____ If so, what amount? \$ _____
To whom? _____ Attach a copy of the Lodge Service Commission's authorization of the borrowing.

SECTION VI.
JOINT VENTURES AND CIVIL CORPORATIONS

Existing

1. Attach a copy of the charter or articles of association.
2. Attach a copy of the by-laws.
3. Attach a copy of the proposed changes, if any, in the charter, articles of association, or by-laws.
4. Explain the reasons for the proposed changes. Attach additional sheets if necessary. _____

5. Attach a copy of the proposed articles of dissolution, if any, and the proposed disposition of the corporation's or association's net assets.

6. If this is an application for dissolution, explain in detail the reasons for the proposed dissolution and how any excess liabilities will be paid. Attach additional sheets if necessary.

Proposed

1. Attach a copy of the proposed charter or articles of association.

2. Attach a copy of the proposed by-laws.

3. Describe in detail the purpose for forming the proposed corporation or association. Attach additional sheets if necessary.

4. Attach a copy of the proposed IRS Form 1024, Application for Recognition of Exemption.

5. Attach a copy of the proposed minutes of the organizational meeting of the corporation or association.

Respectfully submitted

Lodge
Number _____, A. F. & A. M.

By: _____, Master
(sign)

(print name)

Master's Daytime Phone Number

Master's Home or Cell Phone Number

ATTEST:

By: _____, Secretary
(sign)

(print name)

(Affix the Lodge's Seal)

Secretary's Daytime Phone Number

Secretary's Home or Cell Phone Number