APPLICATION FOR PERMISSION TO INCUR SECURED OR LONG TERM OBLIGATION

_________________ Shriners

(An application, whether on behalf of the temple or any of its units or clubs, or any affiliated, appended or subsidiary entity, must be submitted by the temple potentate to the Imperial Potentate)

_______________ Shriners applies for permission to incur a secured or long term obligation, pursuant to the provisions §334.8 of the bylaws of Shriners International, and submits this application to the Imperial Potentate for his examination and approval.

1. Temple action. Has the proposed secured or long term obligation and the project, including terms and conditions, been authorized by a vote of the temple at a stated meeting, or at a special meeting which sets forth in the notice of the meeting the specific natures of the business to be transacted? ______. If so:

   (a) Attach a copy of the notice and a copy of the resolution adopted.

   (b) State the number of Nobles in attendance, the number of votes in the affirmative and the number of votes in the negative for the project.

2. Improvement of existing property. Will this project be an improvement of existing property? ______. If so:

   (a) Describe generally the facilities to be improved or added: _______________

   (b) Location: ______________________________________________________

   (c) Purposes of facilities: 
(d) What facilities serve the purposes now and reasons why additional or improved facilities are needed?

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______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. Acquisition of new property. Does this project contemplate the purchase of real estate? _____. If so:

(a) Attach a copy of proposed deed or describe the real estate and structures to be purchased:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(b) State purchase price and terms of purchase:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(c) Will title be examined by an attorney and will there be title insurance?

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______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(d) How will title to the property be taken?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(e) If title will be in the name of a temple holding corporation:

(1) Attach a copy of the articles of incorporation.

(2) If the corporation has not been organized, does the temple agree that the temple holding corporation must be organized in accordance with Shrine law? __________

(f) Are adequate parking facilities available? _____. If so, describe:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(g) Is the property zoned for the intended use? _____. If so, attach a copy of the zoning regulation.
(h) Is this neighborhood improving or decreasing in value? ________________.

(i) Describe the neighborhood: _______________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(j) Does the project contemplate the renovation of buildings on the property to be purchased? ______. If so, describe:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. Architect. Has an architect been employed? _____. If so:

(a) Name and address of architect. ________________________________________________________________
______________________________________________________________________________

(b) Architect’s fee and payment schedule. __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(c) Have plans and detailed drawings been prepared? ______. If so, attach copies.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(d) Has architect supplied estimates of total cost of project? ______. If so, attach a copy of his estimates of total cost with customary breakdown as to items.

5. Construction.

(a) Do you contemplate building in one construction project or a series of projects? Explain fully:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(b) When do you propose starting and finishing construction?
______________________________________________________________________________
______________________________________________________________________________

(c) Will the construction of the entire project be let to one general contractor? ______. If not, state the sections or portions of work which will be let under separate contracts:
______________________________________________________________________________
______________________________________________________________________________
(d) If the construction is not to be carried out under one general contract, explain the reasons therefore, the proposed construction schedules as to each part or portion, and the estimated cost of each:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(e) Will your proposed contract provide that all contractors and subcontractors be bonded? ______. If so, please attach a copy of the proposed contract.

(f) Who will negotiate the proposed construction contracts and who will pass upon the legal adequacy of the construction contract and documents?

______________________________________________________________________________
______________________________________________________________________________

6. Cost of project.

Cost of purchasing property $ __________
Cost of construction. (attach copy of estimate) $ __________
Other costs (attach documents) $ __________
Total cost of project: $ __________

7. Financing of the project.

(a) State fully how the project will be financed.
   (1) Amount of cash, or equivalent on hand for project $ __________
   (2) Loans $ __________
   (3) Bonds $ __________
   (4) Voluntary contributions $ __________
   (5) Assessments $ __________
   (6) Other $ __________
      Total (must equal cost of project) $ __________

(b) Name of any proposed mortgagee and attach a copy of the loan commitment.

______________________________________________________________________________
______________________________________________________________________________

(c) Terms of amortization of any loans. (Set forth in detail. Also, the sources of revenue from which it is proposed that the installments of principal and interest will be paid).

______________________________________________________________________________
______________________________________________________________________________

(d) Will there be a bond issue? ______ If so, attach a copy of document.
(1) Who will hold the bonds and how will they be sold or placed?

(e) If voluntary contributions are anticipated, set forth the plan in full, including present accomplishments, money collected, and total amount pledged, and whether or not a loan can be secured against the pledges:

8. Temple financial condition.

(a) Attach copies of the temple’s audited or reviewed financial statements, including statements of financial position, statements of activities and changes in net assets, and statements of cash flows, for the past 3 years.

(b) Describe full particulars of the financing program, including other temple obligations, if any, and sources from which it is proposed to meet normal temple obligations and amortization payments.

(c) If financing by loan or bond issue is contemplated, what provision has been made to bind future potentates to carry out the plan of amortization?

(d) What security, either real or personal property, will be pledged or mortgaged to secure the contemplated loan or bonds?

(e) Is an assessment of members or increase in dues contemplated or necessary to finance the proposed project in addition to normal temple expenses and operations? ______. If so, please explain in detail.
(f) If the application is on behalf of a temple’s unit or club, or an affiliated, appended or subsidiary entity, attach copies of that entity’s financial reports for the past 3 years, or such comparable financial statements as may be available.

9. Modifications. Do the potentate and recorder, for and on behalf of the temple, agree that no contract or contracts will be let, or obligations contracted for, which will increase the cost of the project above the amount stated herein; and if the temple does desire to incur obligations above that amount, it must have the consent of the temple and that another application for permission will be made to the Imperial Potentate setting forth the reason or necessity for such expenditure and the plan or method proposed or adopted to liquidate such additional obligation?

______.

Dated this ___ day of ______________, 20__.

________________________________________   Attest: ______________________________________
Potentate                                           Recorder