



Grand Lodge of Ancient Free and Accepted Masons of the State of Maine

The Grand Lodge of Maine offers the opportunity for Masonic building associations to purchase property and casualty insurance coverage through the Grand Lodge master policy.

To request an insurance proposal and pricing for your Lodge building, please complete the following form and submit it, together with the information scheduled below on your current policy, to the parties listed on the bottom of this page. The bulleted information (except for the loss run report) is contained on the declaration pages of your current policy, which may be included with your request.

- Insurer Name
- Policy Number
- Coverage Forms
- Expiration Date
- Building Limit
- Contents Limit
- Inland Marine Limit
- General Liability Limit
- Umbrella Limit
- Loss Run Report (This is a schedule of losses paid by your insurer over at least the past five years. It can be obtained from your current insurance agent.)

Please email / fax the completed form and the above information to:

Ann Crocker at Varney Agency – acrocker@varneyagency.com / 207-777-5827

Janice Ryan at Auburn Insurance Agency – jryan@auburnins.com / 781-863-8038

Thomas E. Pulkkinen at Grand Lodge Insurance Committee – tepulkkinen@aol.com

Masonic Building Information Form

Building Association: _____

Exact Name In Which Building is Deeded: _____

Mortgagee (if any): _____

Secretary of State Charter Number _____ Federal Tax ID Number _____

Building Contact: Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Building Information

Year Built _____ Exterior Building Material _____

Total Number of Stories _____ Total Building Sq Ft _____ Sq Ft A/C _____ % Sprinklered _____

Sq Ft by Floor: Basement _____ 1st Floor _____ 2nd Floor _____ 3rd Floor _____ 4th Floor _____

Stairways _____ # Steps: _____ Type Lighting _____ Full Handrails _____

Bathrooms _____ Total # Bath Fixtures _____ # and Type of Elevators/Lifts _____

Type of Roof Material _____ Slope _____ Age _____

Stained Glass (describe) _____ Appraisal Done _____

Pipe Organ (describe) _____ Appraisal Done _____

Other Special Building Features _____

Kitchen Yes/No _____ Fire Suppression (type) _____ Insp Tag Date _____

Describe Kitchen: _____

Fire Alarm type _____ Central Station _____ Local _____ Low Temp Alarm _____ Burglary _____

Alarm Hardwired () Battery Operated () Maintenance Contract _____

Boiler _____ Jurisdictional Inspection Date _____ Heat Type _____ Fuel _____

Wood Stove _____ Fireplace(s) _____ Chimney Cleaning Contract _____

Maintenance Contract _____

Parking Lot # Spaces _____ Snow Removal Contract _____ Certificate of Ins _____ AI Status _____

Describe Exterior Lighting _____

Year and Type of Updates to Building Systems:

Electrical _____ Full () Partial () Circuit Breakers () Fuses () Describe _____

Plumbing _____ Full () Partial () Describe _____

Roof _____ Full () Partial () Roof Pitch _____ Describe _____

Exterior _____ Describe _____

Contents Information

Describe contents owned by Building Association (chairs, tables, benches, altar, couches, etc.)

Do you store property for anybody else? Describe _____

Does your Building Association own any antiques, artifacts, documents, artwork, etc.? Describe _____

General Condition Information

Do you have a building maintenance person? Describe duties _____

Do you have maintenance contracts for: Heating _____ Exterior Maintenance _____ Alarms _____ Boiler _____
Elevator _____ Cleaning _____ Other _____

Certificates on File () Yes () No

Is the heat ever turned below 60 degrees? _____ Automatic Water Shutoff _____

How often is building checked? _____ By Whom _____

Time Periods When Building Goes Dark _____

Address and description of any other buildings or land owned by the Building Association:

Please describe any other characteristics of your building which you feel we should know about.

Tenant & Building Use Information: List all entities (including Blue Lodges) which use your facility, and the rental amount for each.

Tenant/Entity Name	Rent Paid	Certificate on File	Describe Use of Building by Tenant/Entity

Form Completed By _____ Date _____
