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| **Change in Depository Bank**  **Checklist**  Section 232 | **U.S. Department of Housing and**  **Urban Development**  Office of Residential Care Facilities |

**Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

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| **Project Name:** |
| **Project Number:** |
| **Applicant Name:** |

**SUBMISSION REQUIREMENTS:**

* This form should only be used in situations when a project is requesting a change in the Operator’s or Master Tenant’s depository bank (*with or without Accounts Receivable Financing*).
* Lender shall transmit the checklist documents via the HUD Healthcare Portal (link [here](https://www.hud232portal.com/)). In the Portal, select *Asset Management > Project Request Form > Change in Depository Bank Checklist*.
* It is **critical** that you name each file according to the naming convention provided in the checklist **highlighted in green.** These highlighted numbers are important codes that “guide” the Portal system to recognize the type of transaction submitted, section number of the checklist, and the identity of the document. Therefore, appropriate file names for this submission package would include **99901-a\_Lender’s Narrative [OR] 99901-a\_LendersNarrative [OR] 99901-a\_LNarrative.** In all three examples, the critically important portion of the file name is the five-digit number, dash, letter, and underscore that have been highlighted in green on the checklist. Do not use the following characters in your file names: Less than: (<), Greater than: (>), Colon: (:), Double quote: ("), Forward slash: (/), Backslash: (\), Vertical bar or pipe: (|), Question mark: (?), Asterisk: (\*).

| **No.** | **Item** | **Incl.** | **N/A** |
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|  | **92501-a\_**Copy of completed **Change in Depository Checklist** |  |  |
|  | **92502-a\_**Cover letter detailing the request for a change in the Operator(s)’ or Master Tenant’s depository accounts  Must include the following:   * List of projects impacted by the request * Confirmation if impacted projects have AR Financing * Confirmation if impacted projects are on a Master Lease |  |  |
| **3.** | Operator Security Agreement(s) (HUD-92323-ORCF)   1. **92503-a\_**Copy of existing Operator Security Agreement(s) 2. **92503-b\_**Draft Amendment(s) to Operator Security Agreement(s) with revised Exhibits C and C-1 (cash flow chart(s)) |  |  |
| **4.** | Master Tenant Security Agreement (HUD-92340-ORCF), if applicable   1. **92504-a\_**Copy of existing Master Tenant Security Agreement 2. **92504-b\_**Draft Amendment to Master Tenant Security Agreement with revised Exhibit-C |  |  |
| **5.** | Deposit Account Control Agreements (DACA(s))  If project is part of a Master Lease, also provide Master Tenant DACA   1. **92505-a\_**New Operator Account DACA(s) 2. **92505-b\_**NewMaster Tenant Account DACA, if applicable 3. **92505-c\_**Other DACA(s) (such as for Borrower Representative account), if applicable |  |  |
| **6.** | **92506-a\_**New Operator Deposit Account Instructions and Services Agreement (DAISA)  The DAISA must sweep to an account subject to a DACA. |  |  |
| **7.** | **92507-a\_**AR Lender confirmation that Change in Depository Bank will not be considered a default under the AR loan documents, if applicable, and copies of any amendments to the AR Loan documents resulting from the change in depository bank, if applicable |  |  |
| **8a.** | **92508-a\_**Other documents required or impacted by the change in the depository bank (such as an amendment to an Operator Representative Certification applicable to commingled accounts) |  |  |
| **8b.** | **92508-b**\_Attorney’s Certification on Execution and Recordation (*See ORCF Loan Serving Guidance home page*) |  |  |
| **FINAL SUBMISSION DOCUMENTS** | | | |
| **9.** | **92509-a\_**Final Submission Documents *(as applicable)*  When uploading, please clearly identify what the document is in the file name. |  |  |