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| **Operating Lease Amendment 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 be used when there is a proposed change to the Operating Lease at a Section 232 healthcare facility.
* 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* > *Operating Lease Amendment.*
* 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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| **1.** | **91201-a\_**Copy of the completed **Operating Lease Amendment Checklist** |  |  |
| **2.** | **91202-a\_**Brief Description of the Transaction  Provide a narrative to describe the proposed changes to the Operating Lease. |  |  |
| **3.** | **91203-a\_**Copy of the Original HUD-Approved Operating Lease |  |  |
| **4.** | **91204-a\_**Copies of all executed Lease Amendments |  |  |
| **5a.** | **91205-a\_**Proposed Addendum to Operating Lease (Form[HUD-91116-ORCF](https://www.hud.gov/sites/documents/91116_orcf.docx)) |  |  |
| **5b.** | **91205-b\_**Attorney’s Certification on Execution and Recordation (*See ORCF Loan Serving Guidance home page*) |  |  |
| **FINAL SUBMISSION DOCUMENTS** | | | | |
| **6.** | **91206-a\_**Final Submission Documents *(as applicable)*  When uploading, please clearly identify what the document is in the file name. |  |  |