|  |  |  |
| --- | --- | --- |
| **Firm Application Checklist**Section 232/223(a)(7) and 232/223(f)/223(a)(7) |  | **U.S. Department of Housing and Urban Development**Office of Residential Care Facilities |

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

|  |
| --- |
| **Project Name:** |
| **Project Number:** |

**SUBMISSION REQUIREMENTS:**

* Upload one electronic copy of all the documents identified in the table below to the Section 232 Portal for receipt of the Firm Application submission.
* Lenders are not required to submit N/A exhibits, but if choosing to do so, please identify that it is “N/A” in the document name. For example, “2-3.B\_NA-Phase II Environmental Report.”
* For “Other” documents that are not standard Checklist exhibits, please add a descriptor to the file name so that files are more easily identified. For example, “2.3E\_Other Specify-Tank Closure.”

| **No.** | **Item** | **N/A** | **Incl.** |
| --- | --- | --- | --- |
| **Section 1: Underwriting** |
|  | 1. Payment receipt – FHA Application Fee (0.15% of Mortgage Loan Amount)

Payment receipt generated by Pay.gov 1. Section 232/223(a)(7) and 232/223(f)/223(a)(7) Firm Application Checklist
2. HUD-90022-ORCF, Certification for Submission of Electronic Firm Application
 |  | [ ] [ ] [ ]  |
|  | HUD-9001-ORCF, Lender NarrativeSubmit electronic versions in both Word and PDF document format.Do not alter the narrative format; if a particular section does not apply, it should be noted as Not Applicable. |  | [ ]  |
|  | HUD-92264A-ORCF, Maximum Insurable Mortgage Calculation |  | [ ]  |
|  | Section 232/223(a)(7) and 232/223(f)/223(a)(7) Firm CommitmentSubmit electronic draft version in a Word document.Please include the exhibit number and title at the top of the page of the following exhibits to the Firm Commitment.1. Exhibit A, Legal Description
2. Exhibit B.1, Replacement Reserve Schedule
3. Exhibit C.1, List of Required Repairs
4. Intentionally Omitted
5. Master Lease Portfolio List of Properties (optional supplement)
6. Accounts Receivable Financing Terms Memo (optional supplement)
 | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | HUD-90012-ORCF, Consolidated Certifications – Lender |  | [ ]  |
|  | HUD-90024-ORCF, Contact List Submit electronic version in a Word document |  | [ ]  |
|  | Copies of any email guidance provided by ORCF for the subject project prior to application submittal | [ ]  | [ ]  |
|  | HUD-2-ORCF, Request for Waiver of Housing Directive Submit electronic version in a Word document | [ ]  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Other: Existing Regulatory Agreement(s)Include copies of any existing Regulatory Agreement(s) and discuss any unique provisions such as environmental restrictions or risk management programs in the Lender Narrative. |  | [ ]  |
|  | Other: Existing Escrow Agreement(s)Include copies of existing escrow agreement(s) for any existing Mortgage Reserve Funds, Debt Service Reserve escrows, and/or Initial Operating Deficit escrows and discuss the remaining balance and any release provisions in the Lender Narrative. | [ ]  | [ ]  |
| **Section 2: Third Party Reports** |
|  | * 1. Intentionally Omitted
	2. Intentionally Omitted
 |  |  |
|  | 1. Project Capital Needs Assessment (PCNA) Also provide any required specialty reports
2. Intentionally Omitted
3. Intentionally Omitted
4. Intentionally Omitted
5. Intentionally Omitted
6. Lender Site Visit (only required if no PCNA is submitted)
7. Most recent REAC Inspection Summary Report
8. Most recent HUD-93332-ORCF, Certification of Exigent Health & Safety (EH&S) Issues
9. Most recent HUD-93333-ORCF, Project Owner’s Certification of Physical Condition Compliance
 | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | Environmental 1. Phase I Environmental Site Assessment (ESA)

To be submitted if an environmental review is required. An environmental review is required when the facility has completed a building addition, without a Phase I, when the project involves repairs that do not qualify as routine maintenance, or when the facility will acquire or has acquired land that was not insured under the original mortgage. The Phase I ESA must be submitted within 180 days of the date of inspection. 1. Phase II Environmental Report
2. Asbestos Survey and Operations and Maintenance Plan - Asbestos

To be submitted for pre-1978 structures if an environmental review is required.1. Standard Flood Hazard Determination Form, FEMA No. 086-0-32 (required for all projects)
2. FEMA Flood Map with site boundaries marked (required for all projects)
3. Radon Report (to be submitted if an environmental review is required)
4. Other: *<describe here>*
 | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | FloodplainRequired for all projects where the site is located in a 100-year or 500-year floodplain. 1. Evidence of participation in an early warning system

Indicate the specific method(s) used to monitor weather conditions and flooding alerts (e.g., NOAA weather radio continuously monitored by staff and an emergency alert agreement with the state or municipal emergency services agency.)1. Emergency evacuation and relocation plan

An emergency evacuation and relocation plan, including names and addresses of like facilities (i.e., similar residential healthcare facilities) that have agreements or contracts with the subject to serve as temporary relocation sites for the subject’s residents. For reference, the Centers for Medicare & Medicaid Services (CMS) has issued an Emergency Preparedness Checklist for health care facilities as a recommended tool for emergency planning. 1. Identification of evacuation route(s) out of the 500-year floodplain

Provide road maps and the flood zone designations of the relocation sites. Provide evidence that the relocation facilities are located outside the 500-year flood zone.1. Identification marks of past or estimated flood levels on all structures in a 100-year or 500-year flood zone, or that have previously flooded.

Marks must be on the exterior of the building and must be permanent. While 100-year flood levels can usually be found on the Flood Insurance Rate Map, 500-year flood levels are not typically shown on the maps.  Methods that can be used to estimate the 500-year flood level include: 1) using the FEMA methodologies; the 500-year flood level may be available in the Flood Insurance Study on the FEMA website, or at the local municipal offices, 2) by multiplying the Base Flood Elevation (i.e., the 100-year flood level) by a factor of 1.25, (applicable in low-lying areas, coastal regions); or 3) using the elevation that results from estimating the freeboard value. For critical actions this is reached by adding an additional 3 feet to the 100-year base flood elevation. If the project is located in an area protected by a levee, it may be helpful to contact the floodplain manager in the local government that works with FEMA to ask for the reduced flood level due to the levee.1. Example Resident Notification, Evidence that current or prospective tenants have been or will be informed of the flood hazard (applicable if an environmental review is required)

All new and renewal leases or resident contracts must contain an acknowledgement signed by the resident (or their agent) indicating they have been advised of the portions of the site that are in a floodplain and that flood insurance is available for their personal property. An example of the notice should be included with the application, and the borrower's certification of compliance must be provided prior to closing.1. Intentionally Omitted
2. Intentionally Omitted
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | State Historic Preservation Office (SHPO) letter/requirements All projects that include activities beyond the scope of routine maintenance require consultation with the SHPO | [ ]  | [ ]  |
|  | Tribal Notification InformationORCF must complete the Tribal Notification process, please review the [**Lender's Environmental Checklist**](https://www.hud.gov/sites/dfiles/Housing/documents/223F_ENVCHECKLIST.xlsx) for activities that may require Tribal consultation, including ground disturbance (digging), installation of an underground tank, installation of utility lines, construction, etc.). To assist ORCF with this process, please provide the following. 1. Project description including: Type of project, Purpose of the Project, the proposed activities/site work, and the Current Condition of the Site (what is on the site now)
2. Maps including: Location Map, Aerial View, Site Layout Map and Topographic Map
 | [ ]  | [ ] [ ]  |
|  | Aboveground Storage Tank (AST) Information:Applicable when an environmental review is required. An environmental review is required when the facility has completed a building addition, without a Phase I, when the project involves repairs that do not qualify as routine maintenance, or when the facility will acquire or has acquired land that was not insured under the original mortgage. When existing or proposed AST(s) of explosive or flammable hazards are located on-site or directly visible from the site provide:For projects that are not adding beds: A conformance letter must be requested from the local fire department that specifically addresses the safety of the AST.Exceptions: - Propane Aboveground Storage Tanks (ASTs) under 125 gallons in capacity; - Propane ASTs between 125 and 1000 gallons that comply with the National Fire Protection Association (NFPA) Code 58 (version 2017 or later).  Documentation of conformance with NFPA 58 must be provided to qualify for the exemption.1. Letter that was sent to the Fire Department (required)
2. Conformance letter received from the Fire Department.
3. Completed acceptable separation distance (ASD) calculations (required when the Fire Department did not provide a conformance letter)
4. Proposed mitigation (please review the [**Lender's Environmental Checklist**](https://www.hud.gov/sites/dfiles/Housing/documents/223F_ENVCHECKLIST.xlsx) for mitigation guidance)

For projects that are adding beds: Projects that are increasing residential density must comply with the hazardous operations standards in 24 CFR Part 51 Subpart C. For existing or proposed AST(s) of explosive or flammable hazards located on-site or directly visible from the site provide:1. Completed acceptable separation distance (ASD) calculations
2. Evidence of compliance with regulatory requirements or proposed mitigation (please review the [**Lender's Environmental Checklist**](https://www.hud.gov/sites/dfiles/Housing/documents/223F_ENVCHECKLIST.xlsx) for mitigation guidance)
 | [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  |
| **Section 3: Borrower** |
| *The supplemental exhibits are applicable when a Change of Ownership (CHOW) and/or a Change in Operator (CHOP) is proposed to change the borrower entity in conjunction with a Section 232/223(a)(7) or 232/223(f)/223(a)(7) refinance. See also the supplemental exhibits to provide for each new principal that has not been previously approved by HUD for participation in this property.* |
|  | Organizational Chart (Required on all projects) |  | [ ]  |
|  | Organizational Documents (Supplemental Exhibit)

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | HUD-90013-ORCF, Consolidated Certifications – Borrower Part VI Parties to the Transaction, Part XIII Section 223(d) Certifications, Part XV Certification of Multiple Projects for Section 223(a)(7), are NOT required to be completed. Previous Participation Certification (Supplemental Exhibit):See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification * 1. Complete HUD-90013-ORCF, Part IX Previous Participation, include Attachment 1, and Register Controlling Participants in the Business Partner Registration System (BPRS)

**OR*** 1. Active Partners Performance System (APPS) Submittal: Previous Participation Certification via APPS. Include a copy of the signatures pages in the application.
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | Credit Report (Supplemental Exhibit) |  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | HUD-92266, Application for Change of Ownership (Supplemental Exhibit) | [ ]  | [ ]  |
|  | Purchaser’s Letter (Supplemental Exhibit) | [ ]  | [ ]  |
|  | Résumé/Evidence that individual or entity is qualified (Supplemental Exhibit) | [ ]  | [ ]  |
| **Section 4: Principal of Borrower** ***<Name of Principal>*** |
| Duplicate this section and include the name of the principal for each Principal of the Borrower. Include individuals and entities providing financial capacity and operating experience. *The supplemental exhibits are applicable when there has been a change, or a change is proposed, in the principal ownership of the borrower entity. These exhibits must be provided for each new or existing principal that has not been previously approved by HUD for participation in this property.* |
|  | Organizational Chart (Supplemental Exhibit) | [ ]  | [ ]  |
|  | Organizational Documents (Supplemental Exhibit)

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Résumé/Evidence that individual or entity is qualified (Supplemental Exhibit) |  | [ ]  |
|  | HUD-90014-ORCF, Consolidated Certifications – Principal of the Borrower (Supplemental Exhibit) Part VIII Parties to the Transaction, and Attachment 1 are NOT required to be completed.Previous Participation Certification (Supplemental Exhibit):See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification 1. Complete HUD-90014-ORCF, Part VII Previous Participation, include Attachment 1 and Register Controlling Participants in the Business Partner Registration System (BPRS)

**OR**1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signatures pages in the application.
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | Credit Report (Supplemental Exhibit)1. Principal of Borrower

If a principal is a business entity (i.e., corporation, partnership) with an operating history, a credit report is required only on the business firm, not the owners of the firm.1. Sampling of Principal’s Other Business Concerns (From list attached to Consolidated Certification)
 | [ ] [ ]  | [ ] [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 5: Operator** [ ]  |
| *The supplemental exhibits are applicable when a change in operator has occurred or is proposed and the operator has not been previously approved by HUD for the subject property.* |
|  | Organizational Chart (Required on all projects with an Operator) | [ ]  | [ ]  |
|  | Organizational Documents (Supplemental Exhibit)

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Résumé/Evidence that individual or entity is qualified (Supplemental Exhibit) |  | [ ]  |
|  | HUD-90015-ORCF, Consolidated Certifications – Operator (Supplemental Exhibit)Previous Participation Certification (Supplemental Exhibit): See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification 1. Complete HUD-90015-ORCF, Part VIII Previous Participation, include Attachment 1 and Register Controlling Participants in the Business Partner Registration System (BPRS)

**OR**1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signatures pages in the application.
 | [ ] [ ] [ ]  | [ ] [ ] [ ]  |
|  | Credit Report for Operator (Supplemental Exhibit) | [ ]  | [ ]  |
|  | Financial Statements – Year-to-Date (Supplemental Exhibit)The latest unaudited statement should be no more than 3 months old. Statements audited by a CPA/IPA should be no more than 6 months old.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Schedule of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XX (Supplemental Exhibit)Fill in the year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements—audited and owner-prepared—will need to be certified by the entity with signature authority for that financial statement.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Schedule of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XX (Supplemental Exhibit)Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XX (Supplemental Exhibit)Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements—audited and owner-prepared—will need to be certified by the entity with signature authority for that financial statement.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | 1. Operating Lease with HUD-91116-ORCF, Addendum to Operating Lease (Supplemental Exhibit)
2. Memorandum of Lease
3. HUD-91110-ORCF, Subordination, Non-Disturbance and Attornment Agreement of Operating Lease (SNDA) Required only for non-related borrowers and operators.
4. HUD-91117-ORCF, Operator Estoppel Certificate
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |
|  | HUD-92266A-ORCF, Lender Narrative, Change of Operator/Lessee (Supplemental Exhibit) | [ ]  | [ ]  |
| **Section 6: Parent of Operator** [ ]  |
| *The supplemental exhibits are applicable when a change in operator has occurred or is proposed and the operator has not been previously approved by HUD for the subject property.* |
|  | Organizational Chart (Supplemental Exhibit) | [ ]  | [ ]  |
|  | Organizational Documents (Supplemental Exhibit)

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Résumé/Evidence that individual or entity is qualified (Supplemental Exhibit) |  | [ ]  |
|  | HUD-90016-ORCF, Consolidated Certifications – Parent of Operator (Supplemental Exhibit)Part VII Previous Participation and Attachment 1 do NOT need to be completed |  | [ ]  |
|  | Credit Report (Supplemental Exhibit)1. Parent of Operator
2. Sampling of Parent of Operator’s Other Business Concerns (From list attached to Consolidated Certification)
 | [ ] [ ]  | [ ] [ ]  |
|  | Financial Statements – Year-to-Date (Supplemental Exhibit)The latest unaudited statement should be no more than 3 months old. Statements audited by a CPA/IPA should be no more than 6 months old.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Schedule of Pledged Assets
5. Schedule of Marketable Securities
6. Aging of Accounts Payable
7. Aging of Notes and Mortgages Payable
8. Schedule of Legal Proceedings
9. Income and Expense Statement
10. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XX (Supplemental Exhibit)Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Income and Expense Statement
5. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XX (Supplemental Exhibit)Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Income and Expense Statement
5. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | Financial Statements – FY 20XX (Supplemental Exhibit)Fill in the Year. Business entities must submit this exhibit for the lesser of the last 3 years or the length of existence. Audited financial statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.1. Balance Sheet
2. Aging of Accounts Receivable
3. Aging of Notes Receivable
4. Income and Expense Statement
5. HUD-91126-ORCF, Financial Statement Certification
 | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
| **Section 7: Management Agent** [ ]  |
| *The supplemental exhibits are applicable when a change in Management Agent has occurred or is proposed and the Management Agent has not been previously approved by HUD for the subject property.*  |
|  | Organizational Chart (Required on all projects with a Management Agent) | [ ]  | [ ]  |
|  | Organizational Documents (Supplemental Exhibit)

|  |  |  |
| --- | --- | --- |
| [ ]  Corporation | [ ]  Partnership |  |
| A. Articles of Incorporation | A. Partnership Agreement |  |
| B. Bylaws | B. Certificate of Partnership |  |
| C. Authorizing Resolutions | C. Authorizing Resolutions |  |
| [ ]  LLC | [ ]  Trust |  |
| A. Articles of Organization | A. Trust Agreement |  |
| B. Operating Agreement | B. Certification or Affidavit of Trust |  |
| C. Authorizing Resolutions | C. N/A |  |

 |  | [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | HUD-9839-ORCF, Management Certification – Residential Care Facility  | [ ]  | [ ]  |
|  | Management Agreement with Form HUD-92071-ORCF, Management Agreement Addendum | [ ]  | [ ]  |
|  | Résumé/Evidence that individual or entity is qualified (Supplemental Exhibit) |  | [ ]  |
|  | HUD-90017-ORCF, Consolidated Certification-Management Agent (Supplemental Exhibit) Part VIII Previous Participation and Attachment 1 do NOT need to be completed.Previous Participation Certification (Supplemental Exhibit): See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification 1. Complete HUD-90017-ORCF, Part VIII Previous Participation, include Attachment 1 and Register Controlling Participants in the Business Partner Registration System (BPRS)

**OR**1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signatures pages in the application.
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | 1. Sampling of Management Agent’s Other Business Concerns from list attached to Consolidated Certification (Supplemental Exhibit)
 | [ ]  | [ ]  |
|  | HUD-92266B-ORCF, Lender Narrative, Change of Management Agent (Supplemental Exhibit) | [ ]  | [ ]  |
| **Section 8: Real Estate**  |
|  | 1. Refinance
2. HUD-9445-ORCF, Certification of Outstanding Obligations
3. Pay-off Statement for each obligation
4. Replacement Reserve Balance confirmation
5. HUD Prepayment Approval Letter

The lender must submit a form HUD-9807 in the Portal. Once approved, download a copy of the approval letter in from the portal.1. Copy of all outstanding notes
2. Intentionally Omitted
3. Intentionally Omitted
4. Intentionally Omitted
 | [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |
|  | Licenses 1. Current Facility License
2. Intentionally Omitted
3. Intentionally Omitted
4. Intentionally Omitted
 |  | [ ]  |
|  | Title1. Preliminary Title Report
2. Pro Forma – 2006 ALTA Title Insurance Policy
3. ALTA Form Environmental Endorsement
4. ALTA Form Comprehensive Endorsement
5. ALTA Form Endorsement deleting Arbitration Clause
6. ALTA Location of Improvements Endorsement
7. Intentionally Omitted
8. Intentionally Omitted
9. Intentionally Omitted
10. Intentionally Omitted
11. Intentionally Omitted
12. Other: <Specify>
13. Exception Documents
14. Title Policy from original insured transaction(s), if available

Exception documents, title exceptions and survey noted exceptions should match. Exception documents must include copies of the actual documents. These documents must be legible. | [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
|  | ALTA/ACSM Land Title Survey See HUD-91111-ORCF, Survey Instructions and Borrower’s Certification for applicability. Electronic version of the survey must be legible when expanded.  | [ ]  | [ ]  |
|  | Evidence of Compliance1. Zoning
2. HUD-91130-ORCF, Building Codes
3. Verification of Zoning and Code Variances
4. CMS Fire Safety Requirements for Long-Term Care Facilities, Automatic Sprinkler Systems (if applicable)
5. Intentionally Omitted
6. Intentionally Omitted

Evidence should address requirements for rebuilding if partially destroyed. | [ ] [ ]  | [ ] [ ] [ ] [ ]  |
|  | Municipal Inspection Reports1. Fire Marshal
2. State Health Department
3. Verification that health standards are met for private sewer or water systems.
4. Intentionally Omitted
5. Intentionally Omitted
6. Intentionally Omitted
7. Intentionally Omitted
8. Intentionally Omitted
9. Intentionally Omitted
10. Intentionally Omitted
 | [ ] [ ]  | [ ] [ ] [ ]  |
|  | Relocation Plan During Repairs  | [ ]  | [ ]  |
|  | Commercial Lease(s)  | [ ]  | [ ]  |
|  | Land/Ground Lease including HUD requirements/provisions outlined in HUD-92070-ORCF, Lease Addendum  | [ ]  | [ ]  |
|  | Real Estate Tax Abatement/Exemption (if applicable) | [ ]  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 9: Operations**  |
|  | 1. Intentionally Omitted
2. Intentionally Omitted
 |  |  |
|  | Intentionally Omitted |  |  |
|  | Financial Statements for Operation (Trailing 12 months)The latest unaudited statement should be no more than 3 months old. These statements should include the trailing 12 months. Statements audited by a CPA/IPA should be no more than 6 months old.1. Balance Sheet
2. Income and Expense Statement
3. HUD-91126-ORCF, Financial Statement Certification
 |  | [ ] [ ] [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Reimbursement1. Intentionally Omitted
2. Intentionally Omitted
3. Letter from the State that addresses whether the State will recognize property repairs as capital improvements for reimbursement purposes.
4. State’s computation of capital reimbursement based on old allowable interest expense and old amortization of loan costs vs. new allowable interest expense and new amortization of loan costs.
 | [ ] [ ]  | [ ] [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Facility Administrator (If changed from original underwriting)1. Résumé
2. License
 | [ ] [ ]  | [ ] [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Risk Management Program (Current or Proposed) |  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 10: Professional Liability Insurance (PLI)** |
| 1.
 | Information on the PLI provider: 1. Name of insurance carrier
2. Evidence of insurance company(s) rating (Printout from AM Best Rating or Demotech)
 | [ ] [ ]  | [ ] [ ]  |
|  | Limits of coverage, including deductible, and list of facilities (including bed counts) included under this coverage | [ ]  | [ ]  |
|  | Intentionally OmittedIntentionally OmittedIntentionally Omitted |  |  |
|  | Loss History. The operator or its parent operator must submit a six-year loss history of professional liability claims filed against it for all facilities controlled by the operator or parent operator. The six-year loss history should be provided in annual summary form (prepared by the insurance company or third-party administrator).  |  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
|  | Potential claims certification |  | [ ]  |
|  | Intentionally Omitted |  |  |
| **Section 11: Additional Funding Sources** [ ]  |
|  | Grant and/or Secondary Financing Loan Documents  | [ ]  | [ ]  |
|  | Intentionally Omitted |  |  |
|  | Intentionally Omitted |  |  |
| **Section 12: Accounts Receivable (AR) Financing Documents** [ ]  |
| *Accounts receivable financing exhibits are required when there is an addition or change in accounts receivable financing.* |
|  | AR Loan Note and all amendments | [ ]  | [ ]  |
|  | HUD-92323-ORCF, Operator Security Agreement | [ ]  | [ ]  |
|  | All UCC-1 Filings and UCC Searches | [ ]  | [ ]  |
|  | Guarantees  | [ ]  | [ ]  |
|  | List of all FHA-insured facilities on the AR financing line, including property name, borrower name, location (city/state), and FHA number. | [ ]  | [ ]  |
|  | AR Cash Flow of Funds DiagramFor final approval, cash flow charts must clearly detail all appropriate account numbers and directional arrows indicating the proper flow of funds | [ ]  | [ ]  |
|  | HUD-92322-ORCF, Intercreditor Agreement, Redlined Version | [ ]  | [ ]  |
|  | AR Lender Deposit Account Instructions and Service Agreements (DAISA), Deposit Account Control Agreements (DACA) or Blocked Account Agreements, or equivalent control agreement(s) | [ ]  | [ ]  |
|  | HUD-90020-ORCF, Accounts Receivable Financing Certification  | [ ]  | [ ]  |
|  | Security Agreement with AR Lender and Amendments | [ ]  | [ ]  |
| **Section 13: Master Lease Documents** **[ ]**   |
| *Master Lease exhibits are required when there is an addition or change of a master lease. A Master Lease is required for all mid-sized and large-sized portfolios, and for small portfolios with three or more properties and/or $15 million or more in aggregate mortgage amount.*  |
|  | Organization Chart (required on all projects with a Master Tenant) | [ ]  | [ ]  |
|  | Previous Participation Certification – Master Tenant (Supplemental Exhibit)See Housing Notice 2016-15 for additional guidance on the Previous Participation Certification 1. Previous Participation Certification-Controlling Participant: Form HUD-90021-ORCF

**OR**1. APPS Submittal: Previous Participation Certification via APPS. Include a copy of the signatures pages in the application.
 | [ ] [ ]  | [ ] [ ]  |
| **Section 14: Contractor – Intentionally Omitted** |
| **Section 15: Construction and Architectural Documents – Intentionally Omitted** |