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Section III Asset Management

Chapter 9

New or Modification of Master Lease Structure

9.1 Introduction

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10 As indicated in Production, Chapter 13, HUD has worked diligently to ensure that its insurance
11 fund remains stable by addressing the concentration of credit with in the same ownership and/or
12 operating structures-any single operator. In 2001, HUD issued new processing procedures for
13 multiple-facility applications. Although each facility is still evaluated individually, borrowers
14 and operators face increased scrutiny when they seek financing for multiple facilities within an
15 18-month timeframe. Additional guidance was also provided in Mortgage Letter 2014-06
16 regarding Master Lease and Portfolio transactions.

17
18 Criteria for a master lease and/or an addendum to a master lease are set forth in Production,
19 Chapter 13.4.

20
21 The master lease structure allows for any rental deficiencies at one facility to be supported by
22 income from other facilities included in the master lease. A master lease does not, however, pool
23 the assets of all facilities for underwriting a single mortgage loan for multiple facilities. Each
24 individual loan must meet HUD's underwriting standards on its own merit.

25
26 This Chapter is applicable to all applications to modify an existing Master Lease structure or any
27 requests for a new Master Lease structure for existing FHA-insured facilities. Production,
28 Chapter 13 is applicable to Master Leases in connection with FHA-insured loan applications.

29
30 The Lender must notify HUD anytime one or more properties which are part of a Master Lease
31 are encountering rental deficiencies. The Lender must inform HUD of how the situation will be
32 handled when the remaining facilities are unable to make up the rental deficiencies of the failing
33 facilities.

9.2 Program Considerations

37 In addition to the key provisions identified in Production, Chapter 13.3, ORCF will review the
38 following conditions for approval of an application with a Master Lease structure:
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- 40 A. Each loan will have a separate note for each borrower and each note will be secured by its
41 own security instrument. The Master Tenant and Operators shall not engage in any other
42 businesses or activity, including the operation of any other rental project, or incur any
43 liability or obligation except as may be permitted by HUD in connection with the project.
44
- 45 B. The Master Tenant and Operators shall execute the applicable HUD Regulatory Agreements,
46 to address various ownership and operational responsibilities with respect to the mortgaged
47 property.
48
- 49 C. The Master Lease and all subleases (sometimes collectively referred to herein as “Leases”)
50 shall be subordinate to the FHA-Insured Security Instrument/Mortgage/Deed of Trust (Form
51 HUD-94000-ORCF) (“Security Instrument”) and must be approved by HUD prior to
52 execution. The Leases may not be modified or amended without the prior written consent of
53 HUD and, unless there is a qualified non-disturbance agreement in place, they may be
54 terminated by HUD, at HUD’s election once HUD takes title to the project. If requested
55 timely by Borrower/Lessor and included in the documentation for the transaction, HUD will
56 agree to allow an amendment to the Security Instrument providing that notice of such default
57 be given to the Master Tenant contemporaneously with the giving of notice to the
58 Borrower/Lessor.
59
- 60 D. HUD will also consider the financial and physical condition of the facilities, and whether the
61 facilities are in compliance with State and HUD requirements.
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9.3

Documents for Submission and Review

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65 A. **New Application.** For new Master Lease structure applications submitted by existing FHA-
66 insured facilities, see the submission requirements in Production, Chapter 13.
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68 **B. Modification Applications.** For modifications to an existing HUD-approved Master Lease,
69 the Modified Master Lease Checklist (available on the Section 232 Program website) should
70 be followed.
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72 ~~B-C.~~ **Requests for Release.** For the release of individual projects from an
73 existing HUD-approved Master Lease, the required procedures and documentation must be
74 provided, and approved by ORCF. Guidance will be made available on the Section 232
75 Program website.
76

77 An application for a new master lease structure or the modification to (or release from) an
78 existing master lease structure must be assembled, reviewed for completeness, accuracy and

79 | eligibility, and submitted by the Lender to ORCF with a recommendation for approval. A
80 | checklist of the required application exhibits as well as the instructions for submitting the
81 | application will be posted on the Section 232 Program website.
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9.4

Pre-Application Conference

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84 | It is recommended that all parties participate in a pre-application conference prior to the
85 | submission of a formal application for modification of an existing Master Lease. The following
86 | information or issues should be discussed during this meeting or conference:
87 |

- 88 | • The details of the application;
- 89 | • The requirements on the Submission Checklist - Section 232 New or Modification of
90 | Master Lease;
- 91 | • The existing Master Lease Structure and the proposed modification thereof;
- 92 | • The layers of financing and necessary documentation related thereto; and
- 93 | • The names and financial interest of all principals, as defined in 24 CFR Part 200,
94 | including, but not limited to the Borrower(s), Master Tenant and operators.
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9.5

Submission Format

97 | ~~Applications shall be submitted electronically via email in PDF or Microsoft Word format.~~
98 | ~~Documents or forms with original signatures shall be submitted in hard copy format by mail.~~
99 | ~~Please note that incomplete or deficient applications may result in delayed processing~~
100 | ~~timeframes. As warranted, HUD may request additional documentation due to the unique~~
101 | ~~circumstances of a particular transaction.~~
102 |