

(4) A certified statement of the applicant's financial situation, including a balance sheet and income statements, for the 3 most recent fiscal years. If the applicant's fiscal year ended more than 90 days prior to the date of filing, there shall also be included an income statement, which need not be certified, covering the period between the date the fiscal year ended and a date not more than 90 days prior to the date the application is filed.

(5) A statement as to whether the provider was or is affiliated with a religious, charitable, or other nonprofit organization, the extent of any affiliation and the extent, if any, to which the affiliate organization will be responsible for the financial and contractual obligations of the applicant.

(6) A copy of the agreement to be entered into between the provider and subscribers for continuing care.

(7) A statement of the fee structure, including escalator or other automatic adjustment provisions.

(8) A description of the facility which is proposed to be used or is being used to furnish continuing care.

(9) A statement of the role of any publicly funded benefit or insurance program in the financing of the care.

(10) A sample of each previously published or planned advertisement or circular for the facility during the past 5 years.

(11) Other reasonable and pertinent data as the office shall require.

(b) Annually thereafter, within 120 days after the end of its fiscal year, the provider shall file an application for a renewal certificate on a form prescribed by the Office. The application shall indicate any additions or changes to the information required by subsection (a) of this section, and shall be accompanied by a certified financial statement for the preceding fiscal year, A CASH BASIS OPERATING BUDGET FOR THE CURRENT FISCAL YEAR, AND A PROJECTED CASH BASIS OPERATING BUDGET FOR THE NEXT SUCCEEDING FISCAL YEAR. THE CERTIFIED FINANCIAL STATEMENT SHALL BE PREPARED IN ACCORDANCE WITH AN AUDIT GUIDE ADOPTED BY THE OFFICE ON AGING. If the application and accompanying information is not received by the Office within the 120-day period, a late fee may be charged. Failure to file the required information within 90 days of the due date shall be a violation of this subtitle.

(c) When an applicant has more than one facility offering continuing care, separate applications for registration and renewal certificates shall be made for each facility.

(D) (1) UPON RECEIPT OF AN APPLICATION, THE OFFICE SHALL REVIEW THE APPLICATION AND DETERMINE IF: