

## LENDER COMFORT LETTER – EXECUTION REQUIREMENTS

*Will Hilton Worldwide sign a comfort letter form provided by my lender?*

No, Hilton Worldwide does not sign documents prepared by third parties. We will issue a comfort letter on our standard form.

*Will Hilton Worldwide deliver its signature on a comfort letter in escrow?*

No, Hilton Worldwide does not release its signature on a comfort letter before loan closing.

*Can we modify the comfort letter or break signatures onto separate pages?*

No, any changes to the comfort letter must be made by Hilton Worldwide. We cannot accept a document that has been altered by a third party. The document identification number in the footer may not be removed. Franchisee and Lender may sign on separate pages (counterpart signature pages) and we will compile the signature pages into a final executed comfort letter.

*Are there any conditions to delivery of the executed comfort letter?*

Hilton Worldwide will countersign and date the comfort letter, and distribute the fully executed comfort letter when the following conditions are fulfilled:

- receipt of the signature page from Lender
- receipt of the signature page from Franchisee
- confirmation that the loan has closed – an email is sufficient
- if applicable, confirmation from our contract administration department of execution of the franchise agreement or amendment, which are subject to any conditions imposed by that department
- if applicable, payment of the processing fee – if paid from closing proceeds, we must receive a copy of the settlement statement
- final review of internal due diligence
  - lender OFAC check
  - franchisee financial and QA status

*Does Hilton Worldwide require original signatures?*

Hilton Worldwide's Standard Operating Procedure (SOP) requires receipt of original signatures from all parties if any other party requires original signatures from us. Hilton Worldwide will waive the requirement and accept PDF signatures if the other parties will accept PDF signatures. If originals are required, Lender and Franchisee must sign and send THREE original signature pages to the following address:

Hilton Worldwide, Inc.  
Attention: Shelley Weatherbie, Legal Department  
7930 Jones Branch Drive  
McLean, VA 22102

We do not deliver our signature page other than as part of a completed comfort letter.