

CHECKLIST

For a BYU Condominium Contract

The living environment of the students is an integral component of the unique experience Brigham Young University seeks to provide. Therefore, the University in its sole discretion reserves the right to determine which off-campus housing properties will be contracted for its students. All owners who are seeking a BYU contract or contracted owners seeking to obtain a contract for additional facilities must provide the following required documents to the BYU Off-Campus Housing Office (C-141 ASB, Provo UT 84602).

This Contracted Housing Checklist outlines the requirements for consideration of obtaining a BYU contract. Be aware, a university contract is not assignable or transferable. Owners acquiring a property that has a BYU contract must apply for a contract and proceed through the contracting process. No owner or purchaser can be assured of a contract regardless of prior contracts until the application process has been completed and the contract granted. You are strongly advised to obtain a Zoning Verification Form from Provo City before purchasing a rental property.

Instructions for new owners

- Create a NETID if you don't have one. Go to och.byu.edu, click on the tab "Landlord" then click on "Create a NetID" You will need the netID for access to the Off Campus Housing system, and to associate you to your condominium. Write down your netID as you will need it for your application.
- Submit the application online: Go to <http://och.byu.edu/contractingportal.html>
- Submit a Provo City Rental Dwelling License: call Provo City at 801-852-7834 and ask for details for a Rental Dwelling License application and payment. Note: Provo City is closed on Fridays. Once you applied for a Rental Dwelling license and make payment, we can call Provo City to get the confirmation number to fulfill that requirement.
- Submit two local contacts: One can be your manager and another a second local contact. They must create netids to associate them to the facility; provide their personal information such as addresses, phone numbers/ email. You can be a manager (only if you are local) and another person can be a second contact and must reside within the immediate area of Provo. Children of the owners who live in the unit with roommates CANNOT be managers.
- Take the online Handbook Exam: Owners, managers and local contacts must take the online Handbook exam (open book), and must pass with a score of 34 or higher to be considered. Find exam/handbook on our website och.byu.edu, click on "Landlord" tab then click on "Resources", then click the link that says "online training." Read the Handbook and the take the Housing Handbook exam. This is submitted electronically.
- Inspection: After we receive all required paperwork, we will schedule the final inspection of the property. You or your manager must be present at the inspection to let us in to the unit. You will need to give the tenants a 24 hour notice regarding the inspection.
- You have 30 days from the day you close on the sale to complete all the contract requirements or the property will become non-contracted. This may affect the entire condominium complex and students will be given notice to move out.

If you have questions, please call 801-422-5067

Thank you