

CHECKLIST

For a BYU Housing 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 first visit with a housing official and provide the following required documents to the BYU Off-Campus Housing Office (C-141 ASB, Provo UT 84602). This visit is to collect information and initiate consideration of the proposed dwelling(s) which may lead to contracted housing, but does not mean a contract will be granted now or in the future.

Additions to the BYU Contracted Off-Campus Housing program must not impose an unreasonable administrative burden on the university. This Contracted Housing Checklist outlines the requirements for consideration of obtaining a BYU contract. **First**, determine that your property is within the BYU contracted boundaries. See www.byu.edu/offcampushousing/newBoundaries.html. **Second, 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. **Third, You are strongly advised to obtain a Zoning Verification Form from the seller or from Provo City before purchasing a rental property.**

First Requirements

- Create a BYU [Net ID](#) if you do not already have one.**
 - o Ensure that your agent has a [Net ID](#). If they do not they will need to [create](#) one.
- Fill out the Owner Application Information Form on the Off-Campus Contracting Portal:**
 - o **The Owner Application Information Form** requests information about the facility, the owners and their agents. The Owner Application Information Form also includes the **BYU Contracting Disclaimer**: Review and electronically sign the BYU Contracted Housing Disclaimer. A copy will be provided for both OCH and the owner. You acknowledge that applying to become BYU contracted is no indication that a contract will be granted now or in the future, that the Agreement for Contracted Off-Campus Housing is an annual agreement and that BYU may or may not enter into subsequent contracts based upon the university's sole discretion.
- BYU Off-Campus Housing Handbook:** Review the Off-Campus handbook found at www.byu.edu/offcampushousing on the home page. You acknowledge the handbook governs the Off-Campus Housing Program.
- Application Deadlines:** Owners acquiring a property that has a BYU contract, are given a 30 day period after application has begun, to complete the process. If your application is not returned within 30 days your condominium unit will become non-contracted, affecting the contracting status of the entire condominium complex.
- Apply for a [Provo City Rental Dwelling License](#).** We will need a confirmation number, license number, or copy of the license.

Next Requirements

Once you have completed the Owner Application Information Form, our office will generate contracting paperwork for your unit and e-mail it to the provided owner e-mail address.

- Complete the Landlord Exam** and have your agent do the same using the handbook.
- Please sign and return the contracting paperwork as soon as possible.**

Final Inspection

- After you have completed and returned the necessary contracting paperwork, please call our office at 801-422-1513 to schedule a final inspection.

Please keep copies of each of these documents in case they are misplaced, mishandled, or lost.