

# 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 <http://och.byu.edu/boundarymap.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

- Fill out the Owner Application Information Form on the Off-Campus Contracting Portal:**
  - 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 <http://och.byu.edu/> on the home page. You acknowledge the handbook governs the Off-Campus Housing Program.
- Application Deadlines:** The University will review applications on a monthly basis **except** during the months of August and September due to the administrative burden at the beginning of fall semester. Owners acquiring a property that has a BYU contract, are given a **30 day period** after application has begun, to complete the process for Committee Review.
- Owner/Developer Interview:** Once our office receives your Owner Application Form, an Off-Campus Housing Official will contact you to schedule an interview/initial inspection of your property. Every owner/developer is required to meet with an Off-Campus Housing Official to review this process. **(This can be accomplished in person or over the phone)**

### Initial Inspection

- Initial Inspections:** An initial inspection shall be performed by an Off-Campus Housing Official to determine whether the property will be a welcome addition to BYU Off-Campus Housing and assess potential concerns.

### Next Required Documents

- Consent and Disclosure Form:** Review and sign the Consent and Disclosure Form.
- Zoning Verification Form:** A Zoning Verification Form is needed to verify tenant occupancy and on-site parking limits.
- Agency Authorization Form:** This form authorizes an agent to act on your behalf.
- Written Business Plan:** Submit your business plan in writing addressing the items listed below:  
(Photos may be included, if available)
  - Ownership:** Define the ownership of the property. Please disclose any and all business partners, shareholders, financiers and their function. For properties with multiple investors, including LLC's – please include a diagram visually presenting this information.
  - Description of Need:** Describe why this facility meets the university's needs and is a desirable property for university housing. Describe the property location, address, and include a site survey of surrounding buildings. Review the neighboring buildings function, proximity, occupants (single men/women or families) and line of sight concerns from your facility.

- **Integration with the BYU Off-Campus Housing Objectives:** Submit a description of how this facility helps the university accomplish its mission and a comprehensive business plan of how you will achieve this objective. Include a list of amenities and services (including “green space”) provided on-site for the students that will be conducive to their moral and spiritual growth; as well as their academic and social needs as determined by the university.
- **Separation Plan:** For multi-unit facilities, owners desiring to house both men and women must submit a separation plan in writing (including site plans, dimensions and floor plans of the units). The plan must be reviewed and accepted in writing in the sole discretion of the university before a contract can be granted. Multi-unit complexes must separate men and women by building or by wings of buildings with consideration of line of sight. When separation of genders is proposed to be accomplished in wings of a building instead of individual buildings, the design elements of the project must articulate a clear separation. Buildings of opposite genders may not have access to parts of the building except at the ground level, i.e. stairs and elevators may not be shared between buildings of opposite genders. Houses are not allowed to have both men and women.
- **Management Plan:** Submit a management model showing plans for training and the hours planned for on-site management. A management training plan is very helpful to your application. Please be aware condominium complexes are not a desirable management format for BYU contracted housing.
- **Maintenance Plans:** Submit a property maintenance plan including emergency response, regular maintenance, and preventative maintenance. Provide a copy of the service contract if this service is outsourced.
- **Landscaping Plans:** Provide plans for maintaining a clean and orderly landscape that will reflect an extension of the university campus.
- **Parking Plans:** Provide a parking plan that shows how you will manage the parking resources for the facility that will meet the needs of the tenants and is consistent to Provo City regulations and limits.
- **Floor Plans:** Provide an 8 ½ X 11 inch architectural drawing with details including a floor plan showing room dimensions, door and window locations, bedroom window opening dimensions, hall dimensions, ceiling heights, enclosed closet bar dimensions, kitchen counter space dimensions, and square footage of each unit. You must resubmit the floor plans if there is a material change.

## Committee Review

- **Contract Committee:** Your application shall be reviewed by a university committee, which will decide whether or not the university will grant you a contract to house BYU students. The Contracting Committee will respond with their decision. If your application is denied, the contracting process will be terminated.
- **If Approved by the Contract Committee:** A Contract Packet will be emailed to you if your application is approved by the committee. Complete the final requirements listed below: (Final approval will not be given until a final inspection is completed on existing facilities or new construction, and all the required Final Requirements are completed.)

## Final Requirements for BYU Contracted Housing

- **Create Net ID:** Create a Net ID on BYU’s MyBYU system and submit the Net ID to the Off-Campus Housing Office to allow you access to the listing service and student address verification system.
- **Facility Certification Document:** Owners shall certify in writing that their facility does comply with The BYU Minimum Specifications as outlined in section 20 of the BYU Off-Campus Housing Handbook by completing the front and back of the *Facility Certification Document* and signing on the front page. See <http://och.byu.edu/>.
- **Handbook Training Exam:** *The BYU Off-Campus Housing Handbook Training Examination* is an online, open-book exam with 40 multiple-choice questions. The owner and their authorized agent(s) must pass the exam. The Handbook can be found at <http://och.byu.edu/>.
- **Rental Dwelling License Application Response Letter:** Unless your property is owner occupied, you must submit to the Off-Campus Housing Office a copy of your *Rental Dwelling License Application Response Letter*. You can obtain this document from Provo City for a fee. Please allow two to three weeks for a response letter from Provo City.
- **Final Inspection:** A final inspection shall be performed by an Off-Campus Housing Official to confirm that correctable problems noted in the initial inspection(s) are resolved.
- **Agreement for Contracted Off-Campus Housing and Addendum One Forms:** You shall agree in writing to comply with and pursue student compliance to the university’s housing policies as stated in the *Agreement for Contracted Off-Campus Housing* and The BYU Off-Campus Housing Handbook. You must provide the names, addresses and Net ID’s of at least two contacts. One must reside within the immediate area of Provo, Utah.

## **BYU APPROVAL DISCLAIMER**

1. I acknowledge that the discussions I am having with the BYU Off-Campus Housing department in regard to obtaining BYU Housing approval for a rental property **does not guarantee that the facility will receive a BYU contract.**
2. I acknowledge that a University contract is valid for no more than one calendar year unless withdrawn or revoked, and is not assignable or transferable, and might not be renewed.
3. I acknowledge that the University, in its sole discretion, reserves the right to determine what its off-campus housing needs are, and whether or not a particular facility meets the requirements for approval, and to discontinue the contracting process at any time.
4. I acknowledge that a developer, new owner or purchaser cannot be assured of approval, regardless of prior contracting status, until the contracting process has been completed and approval is granted in writing.

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Signature of person seeking university contract

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BYU Off-Campus Housing Official

CONSENT AND DISCLOSURE FORM

Applicant Release

I understand a consumer report will be generated on me which may include obtaining information regarding, performance and experience. I fully understand that BYU will request information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for BYU to do so. I certify that all information provided below is true and complete to the best of my knowledge.

- I hereby consent to this investigation and authorize, without reservation, any one contacted by BYU to furnish the information as stated above.
I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.
I hereby authorize, without reservation, BYU to contact my present employer for employment verification/references.

Form with two columns: 1st Applicant and 2nd Applicant (if desired). Fields include: Primary Person's Printed Name, Maiden Name / Other Names Used, Applicant's Signature, Date, Social Security Number, Date of Birth, Phone Number, Address of Applicant within last 3 years, and Address if older than 3 years.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purpose of completing an accurate investigation

**PROVO CITY ZONE VERIFICATION  
REQUEST FORM**

**TURN THIS FORM INTO  
THE CITY OF PROVO**

**1**

***INSTRUCTIONS***

Please read and complete the information in Box #1 and Box #2, and submit your application with a \$25.00 fee payable to:

**Provo City, Department of Community Development**  
330 West 100 South, Provo, Utah 84601, or  
P. O. Box 1849, Provo, UT 84603.  
Phone: (801) 852-6400; FAX (801) 852-6417  
Office Hours are 7:00a.m. to 6:00p.m., Monday through Thursday.

The purpose of this form is to verify current zoning, and to provide occupancy restrictions and parking requirements for the subject property. The information provided should not be interpreted to mean that current uses are or past uses were in compliance with the Provo City Zoning Ordinance or to permit desired future uses. Accuracy of the information is dependent upon records available at the time of the request. Although a zoning verification may be provided by Provo City, the buyer or lessee, as the case may be, is solely responsible for ascertaining conditions and circumstances applicable to the property. Additional information may be submitted from outside sources by the applicant or other interested parties which may be reviewed by City staff.

- Once payment is received, the zone verification process may take a minimum of 10 business days to issue a response letter.
- To prevent any delays in receiving a zone verification, the applicant will ensure that all contact information is accurate.
- A Zone Verification response letter will be issued by mail. A copy will also be issued by fax or e-mail if information is provided.
- Chapter 14.43.010 Provo City Code, requires payment before a request can be processed.

**2**

***PROPERTY INFORMATION***

***APPLICANT INFORMATION***

Property Address: \_\_\_\_\_  
Property Name: \_\_\_\_\_  
Parcel/Serial I.D.# (if known): \_\_\_\_\_  
Number of dwelling units: \_\_\_\_\_  
Number of occupants (if singles): \_\_\_\_\_  
Intended use of the property: \_\_\_\_\_  
Current Property Owner: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
FAX#: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City & State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

I certify that I have read and understand the information in Box #1 and that all of the information I have provided in Box #2 is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

**THIS SECTION IS FOR COMMUNITY DEVELOPMENT STAFF USE ONLY**

**3**

Grid: \_\_\_\_\_ Neighborhood: \_\_\_\_\_  
Building Permit Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Casefile History: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Casefile #: \_\_\_\_\_  
Legal Use of Property: \_\_\_\_\_  
Legal Occupancy: \_\_\_\_\_  
Legal Parking Spaces: \_\_\_\_\_  
Current Zone: \_\_\_\_\_  
Year Built: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Division Staff: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# AGENCY AUTHORIZATION FORM

## BYU OFF-CAMPUS HOUSING

Facility		Principal Owner		Agent	
Name		Name		Name	
Address		Address		Address	
City		City		City	
State		State		State	
Zip Code		Zip Code		Zip Code	
Phone		Phone		Phone	
E-Mail		E-Mail		E-Mail	
Website		Net ID		Net ID	

Facility's Unit Numbers: \_\_\_\_\_

I \_\_\_\_\_, here by authorize  
(Owner's name)

\_\_\_\_\_ to act on my  
(agent's name)

behalf, as AGENT of my BYU-contracted housing facility; and to be fully responsible for any notice of  
or communication required by law and by the landlord's rental agreement  
form, and by the BYU Off-Campus Housing Office related to my contracted facility.

\_\_\_\_\_  
Owner's Signature

# Sample Owner Organizational Chart

Properties with multiple owners and LLC's are all unique in how they are organized and function. If the property has multiple owners, please include a visual diagram to aid in understanding the organization of the ownership.



