Why do I have to do the Tenant Checklist and Occupancy so often...especially in the summer?

- Occupancy is tracked each semester/term and is part of your agreement with BYU Off-Campus Housing.

- Helps Off-Campus Housing track the number of students living in contracted housing, the schools the student tenants are attending and the vacancy rate for every semester and/or term.

- Provides information, both current and historical, for BYU Administration on occupants in facilities, vacancy rates, etc.

- Provides information for landlords on trends in occupancy over the years.
Why do I have to track what schools my tenants are attending?

- Title IX of the Education Amendments Act of 1972 permits educational institutions to segregate its students on the basis of gender in its housing.

- Based on the contract you have signed with BYU, you are able to enjoy the benefits.

- Tenants that are not qualifying students put our ability to separate based on gender in jeopardy.
### Affected Students Living Here for Fall 2014

<table>
<thead>
<tr>
<th>Address</th>
<th>Unit</th>
<th>Student</th>
<th>Gender</th>
<th>Lives Here</th>
<th>Comment</th>
<th>Other Occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s Undergraduate</td>
<td>In Process of Contracting</td>
<td>Cougar, Cosmo</td>
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<td>Add Other Occupant Count...</td>
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What’s new?

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<td>Empty or Family?</td>
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This allows you to indicate if the unit is empty or being refurbished.
Family Occupied should only be used during spring and summer when the unit can’t be filled with singles.
If any of these are chosen, the tenants listed there will be marked as not living there.

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- Doesn't Live Here
- Doesn't Live Here
- Doesn't Live Here
How do I verify tenants?

### Affected Students Living Here for Fall 2014

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Comment: Empty or Family? 0 / 2

Add Other Occupant Count...
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**Empty or Family?** 0 / 2
Add Other Occupant Count...
Click twice for Doesn’t Live Here

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Empty or Family? 0 / 2
Add Other Occupant Count...
Who should show up on my tenant checklist?

All BYU single undergraduate students are required to live in university contracted housing unless they complete a waiver and receive approval from the Off-Campus Housing Office for a hardship or special circumstance. All BYU students are required to provide their residential address, (not a post office box), at the beginning of each semester/term.
I know they are BYU undergraduate students, why aren’t they showing?

- If a student is not taking classes this semester/term, they won’t show on your checklist…enter them as BYU NonAffected.
- If a student hasn’t updated their address using the Contracted Housing Search, they won’t show up…ask them to update their Residential Address using the Contracted Housing Search.
- If they are graduate students they won’t show up…enter them as BYU NonAffected.
- They are showing on the list, but in an incorrect unit…ask them to update their address using the Contracted Housing Search.
Adding Other Occupants – Click Add other Occupant Count...
This brings up the option to add other occupants.
I entered the wrong school...How do I change it?

Just change the number back to 0 and click Save.
Qualifying Institutions...
What if?

I didn’t receive a checklist in the mail.
What if?

The checklist is all found online. Go to och.byu.edu and click on the Off-Campus Housing Portal.
What if?

Some of the facilities I manage are not on the list.
What if?

Send an email to och@byu.edu with your information as well as the units you need access to.
What if?

Everything is the same as my last checklist and occupancy.
What if?

The tenant checklist and occupancy clear every semester/term. We don’t have a way to track it so you still need to go in this semester.
What if?

One of my tenants is the owner's son.
What if?

They would have to be enrolled in and attending an LDS Institute class for credit as long as the unit is contracted.
What if?

One of my tenants attends BYU Idaho... Doesn’t that count?
What if?

Nope. They would have to be enrolled in and attending an LDS Institute class for credit.
What if?

One of my tenants attends BYU Idaho... Doesn’t that count?
What if?

Nope. They would have to be enrolled in and attending an LDS Institute class for credit.
What if?

One of my tenants just graduated from BYU. How do I mark them?
What if?

Until the end of their current contract they are considered BYU NonAffected. Once that is over they would have to be enrolled in and attending an LDS Institute class for credit.
What if?

One of my tenants attends LDS Business College... Doesn't that count?
What if?

Nope. They would have to be enrolled in and attending an LDS Institute class for credit.
What if?

I know one of my tenants is attending BYU, UVU, etc. but they aren’t taking classes during the summer.
What if?

They would be entered as attending the school they would normally be enrolled in.
What if?

Do I need to add the names of the tenants not showing on my checklist?
What if?

You don’t need to enter names. They would be entered as attending the school they are attending.
What if?

I think that my tenant is a BYU Graduate student.
What if?

They would be entered as BYU NonAffected. Graduate students won’t show up on the checklist because they are not affected by the policy.
What if?

When would I mark someone as “Other”? 
What if?

Never. If they are not attending one of the qualifying institutions, they need to be enrolled in and attending an LDS Institute class for credit.

This option will be going away.
What if?

I have a couple living in the unit for the summer. How do I put them in?
What if?

Click on the Empty or Family link and say it is Family Occupied. Don’t enter them as other occupants.
What if?

My daughter and son-in-law are living in my unit. When I enter that a family is living there, my daughter is marked as not living there. What do I do?
What if?

Have your daughter change her marital status. That way she won’t show up as an affected student.
Final Notes

- If you have units where you have changed a shared room to a private room, you will need to send an email to och@byu.edu that indicates which rooms are being used as private rather than shared rooms.

```
To: BYU Off-Campus Housing

FYI -- Unit #2 has 2 private rooms this semester rather than 2 shared.

Thanks,

Joe Owner
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Final Notes

- If you have questions about the occupancy of any unit, please e-mail us with the information on the unit and what you think the occupancy should be.

I thought we were approved for 10 people.