Completing the Tenant Checklist and Occupancy Report

Welcome to BYU Off-Campus Housing
In your favorite browser go to och.byu.edu.
Tenant Checklist and Occupancy must be completed every semester and/or term

On this page click on the Off-Campus Housing Portal button
Sign in to the BYU computer system

If you don’t have a Net ID, you can create one by clicking on Create a Net ID.

Once you have created a Net ID, you need to contact the Off-Campus Housing Office at och@byu.edu or 801-422-1513 so we can add your Net ID to your property.
Sign in to the BYU computer system

You will need to sign on to the Off-Campus Housing Portal by entering your Net ID and password.

Net ID’s are all lower case.
Sign in to the BYU computer system

Your password is case sensitive.
Sign in to the BYU computer system

Click on the Sign In button.

Security: BYU protects personal information by restricting network access to individuals with an authorized username and password. The username is a unique, personal network identifier called a NetID and is assigned to each BYU patron.

For security reasons, please sign out and exit your web browser when you are finished accessing authenticated services!
This is the main portal for the OCH system

Once you are logged into the OCH Portal, you should see a screen that looks like this.

Click on Person Facilities.
Finding facilities

Clicking on Person Facilities will bring up an information page that includes a list of all facilities associated with your Net ID.
Finding facilities

Click on the facility name to go to the facility information page.
Finding the Tenant Checklist

This is the information page for the facility.
On this screen click on Tenant Checklist.
The tenant checklist will appear. This page has important information regarding your facility. To the right you will see occupancy information for your facility.
Tenant Checklist Page

On this page, you will also see a list of your units along with the names of students that have listed that unit as their Residential Address.

<table>
<thead>
<tr>
<th>Address</th>
<th>Unit</th>
<th>Name</th>
<th>Status</th>
<th>Gender</th>
<th>Affect No</th>
<th>Comment</th>
<th>Other Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1L7</td>
<td>1L</td>
<td>Moore, Michael</td>
<td>U</td>
<td>M</td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1L7</td>
<td>1L</td>
<td>Moore, Virginia</td>
<td>F</td>
<td>F</td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1L4</td>
<td>1L</td>
<td>Gable, Jonathan</td>
<td>M</td>
<td>M</td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1L5</td>
<td>1L</td>
<td>Wilson, William</td>
<td>M</td>
<td>M</td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1A</td>
<td>1A</td>
<td>Green, Sarah</td>
<td>F</td>
<td>F</td>
<td>69</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1A</td>
<td>1A</td>
<td>Brown, John</td>
<td>M</td>
<td>M</td>
<td>69</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Notes: Living here for Winter 2013

- [Add Other Occupant Comments...]
- [Add Other Occupant Comments...]
- [Add Other Occupant Comments...]
- [Add Other Occupant Comments...]
- [Add Other Occupant Comments...]
- [Add Other Occupant Comments...]
Tenant status will default to Unverified.
Tenant Checklist Page

Clicking once will change the verification status to Verified.
Tenant Checklist Page

Clicking again will change it to Doesn’t Live Here. Each click will toggle the status.
Tenant Checklist Page

To scroll down to other units use the slider bar on the right side.
Tenant Checklist Information

There may be several reasons a BYU student doesn’t show on your checklist:

- Students may not have updated their addresses in their personal information.
- Students may not have entered their address using the Contracted Housing Search.
- Students may not be taking classes during the current semester or term. Only those taking classes during the current semester or term will show on the system.
Tenant Checklist Information

There may be several reasons a BYU student doesn’t show on your checklist:

- Students may be graduate students.
- Tenants may not be students at BYU.
- Students may have listed an incorrect unit. Please ask them to update their address using the Contracted Housing Search.
- This is especially true for students that have listed their address as one of the opposite gender (i.e. a man living in a woman’s unit).
Tenant Checklist Page

Complete the verification for each tenant.

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### OccupancyInventory for Winter 2013

<table>
<thead>
<tr>
<th>Room</th>
<th>Tenants</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>莫斯科</td>
<td>Vacant</td>
<td>Add Other Occupant Comments...</td>
</tr>
<tr>
<td>1002</td>
<td>莫斯科</td>
<td>Vacant</td>
<td>Add Other Occupant Comments...</td>
</tr>
</tbody>
</table>

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### Affect Students Living Here for Winter 2013

<table>
<thead>
<tr>
<th>Address</th>
<th>Name</th>
<th>Grade</th>
<th>Class</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>莫斯科 Hinking</td>
<td>莫斯科</td>
<td>1001</td>
<td>Vacant</td>
<td>Add Other Occupant Comments...</td>
</tr>
</tbody>
</table>

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### Facility Information

- Facility: 莫斯科
- Address: 123 莫斯科 街

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### Facility License

- Facility License: 有效
- Facility License Date: 2014-01-01
Tenant Checklist Page

To add other occupants, click on Add Other Occupants Count.

<table>
<thead>
<tr>
<th>Address</th>
<th>Unit</th>
<th>Status</th>
<th>Gender</th>
<th>Lives Here</th>
<th>Comment</th>
<th>Other Occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td>107</td>
<td>204</td>
<td>Conventional</td>
<td>M</td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>107</td>
<td>204</td>
<td>Conventional</td>
<td>F</td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>108</td>
<td></td>
<td>Conventional</td>
<td></td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>109</td>
<td>303</td>
<td>Conventional</td>
<td>M</td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>109</td>
<td>303</td>
<td>Conventional</td>
<td>F</td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Conventional</td>
<td></td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>110</td>
<td>506</td>
<td>Conventional</td>
<td>M</td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>110</td>
<td>506</td>
<td>Conventional</td>
<td>F</td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
<tr>
<td>111</td>
<td></td>
<td>Conventional</td>
<td></td>
<td>Yes</td>
<td></td>
<td>Add Other Tenant Count</td>
</tr>
</tbody>
</table>

Occurrence Summary for Winter 2013

- Affected Students Living Here for Winter 2013
- Other Occupants

Add Other Tenant Count
Add Other Occupants Count
Adding other occupants

Occupants not showing on the Tenant Checklist are added here. This has replaced the Occupancy numbers submitted in the past. The information here helps us know how many vacancies are in the housing as well as what schools tenants are attending.
Adding other occupants

Click on the down arrow to bring up a list of possible schools.

For BYU students not showing on your checklist, enter them as BYU NonAffected.
Adding other occupants

Choose the school and enter the number of tenants that are attending that institution.
Adding other occupants

Once the correct number is entered, click Save.
Adding other occupants

If you enter an incorrect number or the wrong school, just change the number of occupants back to 0 and save.
Completing the Tenant Checklist

You are almost finished once you have verified all tenants and added other occupants.

A table titled "Affected Students Living Here for Winter 2013" is shown with columns for Gender, Lives Here, Comment, and Other Occupants. The table contains two rows:

1. Contracted Unit 3/3
   - F Lives Here
   - BYU NonAffected 1
2. F Lives Here
   - Add Other Occupant Count...
Some Other Things To Do

If you have any of the following situations, please e-mail an explanation to och@byu.edu.

• If you have units where you are using a shared room as a private room, you will need to tell us which rooms are being used as private rather than shared rooms.

• If you have units where the tenants are listed as “Other”, you will need to clarify what school they are attending. If they are not students, please explain the situation.

• If you have questions about the occupancy of any unit, please include the information on the unit and what you think the occupancy should be.
Final Thoughts

- During the semester students may change and/or update their addresses. Please check back to see if there have been any changes in the tenants listed for your unit.

- The information from the Tenant Checklist and Occupancy is posted on our website at och.byu.edu under Landlords, Occupancy Report each semester and term.

- It can help track Off-Campus Housing trends, vacancies, and number of students attending different schools living in Contracted Housing.

If you have any questions, please e-mail them to och@byu.edu or call us at 801-422-1513.