

Moving In

Checklist

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EVERYONE:

1. Know your Contract and when you can first move in
If an early move in date is desired, contact the landlord to discuss the possibility
2. Complete a check in evaluation.
Keep a copy for yourself and give one to the landlord
3. Review paragraph 6 (Condition of the Premises) of the BYU Student Landlord Rental Agreement
Tenant accepts the condition "as is" unless the landlord is notified in writing within 48 hours of commencing occupancy
4. Update your Residential Address at the following link
<https://home.byu.edu/och/residentialAddress.htm>

IF NEEDED:

-- Complete a Utility agreement between roommates if the landlord requires any utilities to be in a tenants's name.

<https://brightspotcdn.byu.edu/8d/87/c83d1aa44a63b7c1f6833114f0c1/utilitycontractfillable.pdf>

-- Renter's Insurance

- Does your parent's Homeowner's Policy cover you? If not, make arrangements to acquire your own

-- If you do not live in BYU Contracted Housing as a BYU single undergraduate student you will need to apply for a housing waiver. <https://och.byu.edu/waivers-and-fees>

- There is no guarantee a waiver request will be granted. It is essential that students submit their waiver **before** moving into a new location.
- General waivers must have special circumstances or unusual hardships for a waiver to be approved.

Know Your Contract - BYU Student-Landlord Rental Agreement

START OF THE CONTRACT

The Contract you signed should specify the date tenancy may begin. Contact your landlord to request arrangements to move in early. Often Landlords use the time between contracts to complete repairs, updates, or address cleaning needs. SEE CONDITIONS WHEN MOVING IN (Paragraph 6 IN RENTAL AGREEMENT). Usually, the renter accepts the premises "as is" at check-in unless otherwise agreed at the time the contract was made. Before a rental agreement is filled out and signed by both parties, the student and the landlord should come to a complete understanding on the condition and cleaning of the rental unit. Of course, it is much better that such an agreement be in writing--although an oral agreement can be legally binding unless there are problems of proof or a misunderstanding. Thus, if the conditions are not seriously unfit and if the landlord made no promise to deliver the rental unit in a clean condition, the tenant would likely be bound by the contract. This determination would be made through the [Center for Conflict Resolution](#).

Check-In Evaluation Recommended

At the beginning of tenancy, an evaluation should be completed regarding the condition and cleanliness of the apartment. This gives an evaluation of any damages in the apartment when you move in and allows you to turn in work orders for any items that need to be fixed. As the apartment is inspected, a list should be made of any damage to the apartment and its furnishings and of any cleaning concerns you have. If possible, the landlord or manager should be present and sign the evaluation sheet when the inspection is completed. If not, a neutral third party, such as a neighbor, may witness the condition of the dwelling and sign and date the evaluation sheet. A copy should be kept by the tenant and a copy delivered to the landlord. <https://brightspotcdn.byu.edu/a6/b4/a4fa795540889b01ca93066be3cd/apartment-inventory.pdf>

Address Verification

Be sure to update your Residential Address under your Personal Information on myBYU. All BYU students are required to provide the residential address where they reside (not a post office box) as part of the registration process each semester/term. Students who do not provide their residential address or who live in housing not contracted by the university and who are not excused by the BYU Off-Campus Housing Office are subject to the following sanctions:

1. Non-compliance fees up to \$150.00 will be incurred per semester or term, and future registration may be stopped, until the student verifies that he or she is living in or will be living in university-contracted housing.
2. Students falsifying their addresses will be subject to the above consequences as well as disciplinary action by the University for Honor Code violations.

By completing this important task you can avoid confusion and penalties in the future. This needs to happen, prior to the add/drop deadline, every semester/ term you are enrolled in classes.

Utilities and Telephone

Some landlords include the cost of utilities in the rent payment, or they may collect the cost of utilities from the tenants and pay the utility company. Others require that the tenants deal directly with the utility company, setting up the service, and paying the bill themselves; consult the public service portion of the phone book for information on the particular service you need. Utility service companies vary from city to city. Questar Gas manages the natural gas service for all communities. Utah Power and Light Company provides electric service for most communities outside Provo. In Provo, contact Provo City Utilities for electric, water, sewer, and garbage service. In other cities, contact the local city service for water, sewer, and garbage.

Sharing a utility service with roommates is risky if you are the one who pays the bill. Collecting the utility bill charges from some roommates can be very difficult or impossible. With utility bills such as gas and electricity, if the landlord does not pay or collect money to pay the bill; all tenants are jointly responsible for the bill. It is recommended that a contract be made among the roommates.

<https://brightspotcdn.byu.edu/8d/87/c83d1aa44a63b7c1f6833114f0c1/utilitycontractfillable.pdf>

Renter's Insurance

Renters are responsible for insuring their own property against loss or damage and obtaining liability coverage. Some students may be covered by their parent's homeowner's insurance policy, but this should not be automatically assumed. Check to be sure! Renter's insurance will protect you against financial loss if the contents of your dwelling are damaged or destroyed by fire or theft. Items normally covered by such a policy include furniture, appliances, stereo equipment, television sets, clothing, etc. This protection should also extend to cover the theft of personal items from your car. Renter's insurance policies can be obtained from individual insurance companies and usually cost from \$30 to \$160 per year depending on the amount of coverage. Also, the protection can be transferred to another location if you move.

Waiver Deadline

All single BYU undergraduate students are required to live in BYU contracted housing. However, there are some circumstances that prevent students from residing in housing that has been contracted by BYU. These circumstances include living at home, completing an out-of-state internship, study abroad, or having *unusual* circumstances or hardships. It is possible to waive the university requirement to live in contracted housing by submitting the proper waiver form. There is no guarantee a student will be granted permission. It is essential that students submit their waiver before moving into a new location. Waivers will need to be turned in or faxed to the Off-Campus Housing Office. Fees begin to be assessed against students who are non-compliant at the add/drop deadline. Waivers must be turned into to the OCH office before that time.