

APPROVAL CHECKLIST

For BYU Approved Off-Campus Housing

All owners seeking BYU approval or approved owners seeking to obtain approval for additional facilities must first visit with a housing official and provide the following information to the BYU Off-Campus Housing Office (P O Box 27909 or 2170 WSC, Provo UT 84602-7909). **If not completed with due diligence, the university reserves the right to discontinue the approval process.**

First Meeting Requirements

- Approval Checklist:** This Approval Checklist outlines the requirements for obtaining BYU approval.
- Separation Plan Approval:** For Multi-unit facilities, owners desiring to house both men and women must submit a separation plan in writing (including diagrams, dimensions and floor plans). The plan must be reviewed and approved in writing by the university and housing administration before approval can be granted. Houses are not allowed to have both men and women. Multi-unit complexes must separate men and women by wing or by building.
- Floor Plans:** Provide an 8 _ X 11 inch sheet of paper with 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.
- Business License or Zoning Verification:** An owner must submit to the Off-Campus Housing Office a copy of their Provo City Business License which includes an attached zoning letter or if your facility is owner occupied a copy of a completed Request for Provo City Zoning Verification form. These Provo City documents verify Provo City's occupancy restrictions for your facility. You can obtain these documents from Provo City. Provo City charges a \$60 fee for a Provo City Business License and a \$25 research fee for a Request for Provo City Zoning Verification form.
- Owner/Manager Interview:** An interview with a housing official is required to determine your commitment to supporting the university's objectives.

Final Requirements

- Application Information Form:** The Application Information Form requests information about the facility and owners
- Agreement for Approved Off-Campus Housing:** An owner shall agree in writing to comply with and pursue student compliance to the university's housing policies as stated in the Agreement for Approved Off-Campus Housing and The BYU Off-Campus Housing Handbook. The owner must provide the names and addresses of at least two contacts. One must reside within the immediate area of Provo, Utah.
- 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 www.byu.edu/offcampushousing .
- Agency Authorization Form:** The owner may authorize in writing to BYU Off-Campus Housing an agent to act for them by completing an Agency Authorization Form.
- Handbook Training Exam:** The BYU Off-Campus Housing Handbook Training Examination is a take-home, open-book exam with 40 multiple-choice questions. The owner and their authorized agent(s) must complete the exam to our satisfaction.
- Approval Inspection:** A final approval inspection shall be performed by an Off-Campus Housing Representative before the facility is granted approval.