

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 www.byu.edu/offcampushousing/newBoundaries.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 Meeting Requirements

- Owner/Developer Interview:** 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)**
- Disclaimer:** Discuss and sign the BYU Contracted Housing Disclaimer. A copy will be provided for both OCH and the owner. You acknowledge that this meeting 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. You acknowledge receipt of a Contract Packet and Checklist and verify the process for obtaining a BYU contract has been explained and an opportunity to ask questions has been provided.
- Consent and Disclosure Form:** Discuss and sign the Consent and Disclosure Form.
- BYU Off-Campus Housing Handbook:** The handbook is found at www.byu.edu/offcampushousing on the home page. You acknowledge the handbook governs the Off-Campus Housing Program.
- Application Deadlines:** The University will not review applications for new properties and owners 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.

Next Required Documents

- Owner Application Information Form:** The *Application Information Form* including the *Agency Authorization Form* requests information about the facility, the owners and their agents. In addition you are required to submit a description of the organizational structure of the proposed property and the role that each person will have with the students.
- Zoning Verification Form:** A Zoning Verification Form is needed to verify tenant occupancy and on-site parking limits.
- Written Business Plan:** Submit your business plan in writing addressing the items listed below:
 - Description of Need:** Describe the property location, address, and why it meets the university's needs and is a desirable property for university housing.
 - 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 that meet Provo City regulations and meet the needs of the tenants.
- **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.

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.

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. If your application is **denied**, the contracting process will be **terminated**.
- **If Approved by the Contract 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 Route Y 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 www.byu.edu/offcampushousing .
- **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 pass the exam. The Handbook can be found at www.byu.edu/offcampushousing .
- **Rental Dwelling License Application Response Letter:** Unless your property is owner occupied, you must submit to the Off-Campus Housing Office a copy of their *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.