

# 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](http://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](http://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](http://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](http://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.

**BYU CONTRACTED DISCLAIMER**

1. I acknowledge as of today, \_\_\_\_\_ the discussions I am having with a BYU Off-Campus Housing Official, about obtaining a BYU Housing Contract for the rental property located at \_\_\_\_\_ **does not mean that the facility will be granted a BYU Contract.**
2. I understand the University’s decision to offer a contract to other properties does not mean my project will be accepted or favorably considered.
3. I acknowledge a BYU Housing Contract is valid for no more than one calendar year unless withdrawn or revoked, and is not assignable or transferable, and is not subject to renewal.
4. I acknowledge that as a developer/new owner/purchaser I am not assured of acceptance, regardless of prior dealings with BYU, until the contract process has been completed, and BYU in its sole discretion determines to grant a contract in writing.
5. I 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. (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.)
6. **Condominium Disclosure:** I understand that BYU is not only considering me as an individual but more importantly as an integrated whole and my unit’s BYU contract is at risk by other owner’s decisions. “If the condominium association as a whole or if an individual unit owner does not maintain an environment in keeping with university standards, or is not acting in good faith in meeting the university’s policies and requirements in being a ‘BYU single student housing complex,’ the university may withdraw its contract from the entire complex including all individual units.” (BYU Off-Campus Housing Handbook, paragraph 7.03.2)
7. **I acknowledge that the University, in its sole discretion, reserves the right to determine what its off-campus housing needs are, and what facilities will be contracted and may discontinue this contracting process at any time, whether or not my particular facility meets the BYU Housing Contract requirements. I also acknowledge and agree I may not rely on any verbal or written statement by BYU Off-Campus Housing which are not consistent with or follow the defined contracting process.**

Printed Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of person seeking a BYU Housing Contract**

\_\_\_\_\_  
**BYU Off-Campus Housing Official**

CONSENT AND DISCLOSURE FORM

Applicant Release

I understand a consumer report may be generated on me which may include obtaining information regarding, performance and experience. I fully understand that BYU may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for BYU to do so. I certify that all information provided below is true and complete to the best of my knowledge.

- I hereby consent to this investigation and authorize, without reservation, any one contacted by BYU to furnish the information as stated above.
- I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.
- I hereby authorize, without reservation, BYU to contact my present employer for employment verification/references.

|  |  |
|--|--|
| <p><b><u>1<sup>st</sup> Applicant:</u></b></p> <p>_____</p> <p>Primary Person's Printed Name</p> <p>_____</p> <p>Maiden Name / Other Names Used</p> <p>_____</p> <p>Applicant's Signature</p> <p>Date: _____</p> <p>_____</p> <p><b>Social Security Number:</b> A Social Security Number is required for a criminal background check. However, it is optional for all other pre-employment screenings. Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.</p> <p>Date of Birth: _____</p> <p>Phone Number: _____</p> <p>Address of Applicant _____<br/>within last 3 years: _____</p> <p>Address if older than _____<br/>3 years _____</p> | <p><b><u>2nd Applicant (if desired):</u></b></p> <p>_____</p> <p>Secondary Person's Printed Name</p> <p>_____</p> <p>Maiden Name / Other Names Used</p> <p>_____</p> <p>Applicant's Signature</p> <p>Date: _____</p> <p>_____</p> <p><b>Social Security Number:</b> A Social Security Number is required for a criminal background check. However, it is optional for all other pre-employment screenings. Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.</p> <p>Date of Birth: _____</p> <p>Phone Number: _____</p> <p>Address of Applicant _____<br/>within last 3 years: _____</p> <p>Address if older than _____<br/>3 years _____</p> |
|--|--|

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purpose of completing an accurate investigation

# OWNER'S APPLICATION INFORMATION FORM

For a BYU Housing Contract

| Facility |  | Principal Owner |  | Agent    |  |
|----------|--|-----------------|--|----------|--|
| Name     |  | Name            |  | Name     |  |
| Address  |  | Address         |  | Address  |  |
| City     |  | City            |  | City     |  |
| State    |  | State           |  | State    |  |
| Zip Code |  | Zip Code        |  | Zip Code |  |
| Phone    |  | Phone           |  | Phone    |  |
| E-Mail   |  | E-Mail          |  | E-Mail   |  |
| Website  |  | Net ID          |  | Net ID   |  |

1. Facility type: \_\_\_\_\_
2. Number of units in the facility: \_\_\_\_\_
3. Type of tenants renting your facility: \_\_\_\_\_
4. Previous owner's name (if applicable): \_\_\_\_\_
5. Investors (e.g. members of LLC, Partners, Stockholders, etc.) or joint owners: Provide information on the following pages.
6. Have you ever been a BYU-approved/contracted owner:  Yes  No  
If yes, what was the last year of your approval with our office: \_\_\_\_\_
7. Have you ever discontinued your approval :  Yes  No  
If yes, what was the reason you discontinued your approval: \_\_\_\_\_
8. Is your Agent or Manager employed by anyone else as a property manager:  Yes  No  
If yes, has he or she been properly licensed by the State of Utah:  Yes  No
9. If you own other rental properties, has that rental property been subject to any foreclosed action:  Yes  No  
If yes, give a brief explanation: \_\_\_\_\_
10. Have you declared bankruptcy during the past ten years:  Yes  No  
If yes, give a brief explanation: \_\_\_\_\_
11. Have you ever been convicted of a crime:  Yes  No  
If yes, give a brief explanation: \_\_\_\_\_

**Applicant declares that statements made in this application are accurate, and agrees that the university may deny university approval if any misrepresentation is made in this application.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Investor/Joint Owner Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

1. Have you ever owned other rental properties:       Yes       No

If yes, what kind of property did you own and where were they located:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

2. Have you ever been a BYU-approved/contracted owner:       Yes       No

If yes, what was the last year of your approval with our office: \_\_\_\_\_

3. Have you ever discontinued your approval:       Yes       No

If yes, what was the reason you discontinued your approval: \_\_\_\_\_

4. If you own other properties, have you ever been foreclosed:  Yes     No

If yes, give a brief explanation: \_\_\_\_\_

5. If you own other rental properties, has that rental property been subject to any foreclosed action:       Yes     No

If yes, give a brief explanation: \_\_\_\_\_

6. Have you declared bankruptcy during the past ten years:       Yes     No

If yes, give a brief explanation: \_\_\_\_\_

7. Have you ever been convicted of a crime:       Yes     No

If yes, give a brief explanation: \_\_\_\_\_

8. How will you and your rental property assist the university in achieving its mission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant declares that statements made in this application are accurate, and agrees that the university may deny university approval if any misrepresentation is made in this application.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

# AGENCY AUTHORIZATION FORM

## BYU OFF-CAMPUS HOUSING

| Facility |  | Principal Owner |  | Agent    |  |
|----------|--|-----------------|--|----------|--|
| Name     |  | Name            |  | Name     |  |
| Address  |  | Address         |  | Address  |  |
| City     |  | City            |  | City     |  |
| State    |  | State           |  | State    |  |
| Zip Code |  | Zip Code        |  | Zip Code |  |
| Phone    |  | Phone           |  | Phone    |  |
| E-Mail   |  | E-Mail          |  | E-Mail   |  |
| Website  |  | Net ID          |  | Net ID   |  |

Facility's Unit Numbers: \_\_\_\_\_

I \_\_\_\_\_, here by authorize  
(Owner's name)

\_\_\_\_\_ to act on my  
(agent's name)

behalf, as AGENT of my BYU-approved housing facility; and to be fully responsible for any notice of or communication required by law and by the landlord's rental agreement form, and by the BYU Off-Campus Housing Office related to my approved facility.

\_\_\_\_\_  
Owner's Signature