

CHECKLIST-Condominiums

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 <http://housing.byu.edu/offcampus/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.**

Contracting Requirements

- Owner Interview:** Every new owner is required to meet with their HOA Representative to review the BYU contracting process. **(This can be accomplished in person or over the phone)**
- Application Deadlines:** Owners acquiring a property that has a BYU contract, are given a **30 day period** after application has begun, to complete the process. If your application is not returned within 30 days your condominium unit will become non-contracted, affecting the contracting status of the entire condominium complex.
- 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.
- 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.
- 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.
- Management Plan:** Submit your management plan addressing the items listed on the attached 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 pass the exam. The Handbook can be found at <http://housing.byu.edu/offcampus/> . The exam questions and answer sheet can be found on this same website under the Landlords tab-Contracting Documents. You acknowledge the handbook governs the Off-Campus Housing Program.

***Please return all contracting paperwork to your HOA Representative.**

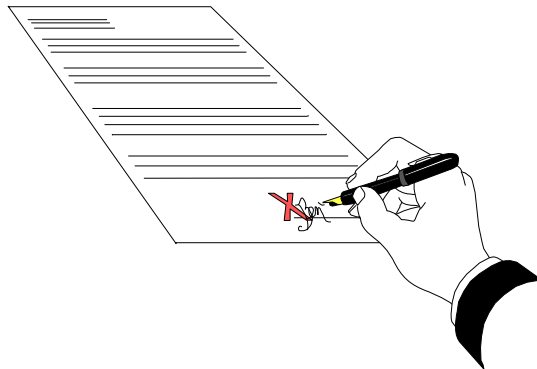
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Final Requirements for BYU Contracted Housing

*Once all contracting paperwork is received, an OCH Representative will call and set up an appointment to conduct a final inspection of your property.

- **Final Inspection with Facility Certification Document:** A final inspection shall be performed by an Off-Campus Housing Official to determine whether the property meets the BYU Minimum Specifications as outlined in the BYU Off-Campus Housing Handbook.
- **Rental Dwelling License Application Response Letter:** Unless your property is owner occupied, you must submit to the Off-Campus Housing Office a copy of your *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.
- **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 Student-Landlord Rental Agreement



BYU Contracted Landlords must use the BYU Student-Landlord Rental Agreement!!!

You may pick-up the 2009-2010 Lease Agreement at our office (C-141 ASB)

(801) 422-1513

BYU CONTRACTED DISCLAIMER

1. I acknowledge as of today, _____ the discussions I am having with my HOA Representative, 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-person seeking a BYU Housing Contract

HOA Representative

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><u>1st Applicant:</u></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>Social Security Number: 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 _____ within last 3 years:</p> <p>_____</p> <p>Address if older than _____ 3 years</p> <p>_____</p>	<p><u>2nd Applicant (if desired):</u></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>Social Security Number: 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 _____ within last 3 years:</p> <p>_____</p> <p>Address if older than _____ 3 years</p> <p>_____</p>
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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

ESSENTIAL REQUIREMENT

Dear Property Owner:

It is required of you to create a BYU Net I.D. for the purpose of completing a tenant check of your students every semester and term living in your BYU Off-Campus Contracted Housing units.

Below are instructions that will walk you through creating a BYU Net I.D.

This process needs to be done every:

January

May

June

September

and followed up throughout each semester/term when students move-in/move-out or update their residential address.

To create your BYU Net I.D., please follow the following instructions:

- A. Go to <http://housing.byu.edu/offcampus/>
- B. On the bottom left corner of the webpage you will click on the create a Route Y Net I.D. as seen below:

Create a Route Y NetID



- C. Follow the instructions as you go about filling in the information
- D. At the bottom of this first page, it will ask for your Social Security Number – this you can by-pass by clicking the “continue” button.
- E. It will then give you about five or six login names to choose from – pick anyone that you prefer.
- F. It will then ask you to select a pass-word that will need to contain at least seven characters, followed by a numerical number of your choosing.
- G. Then, it will ask you to repeat the exact same pass-word.
- H. If ever you forget what your password is, it will then ask you to ask yourself a very common question that you will not forget, and will always remember. Such as: “What is my dog’s name? And then you type in the answer in the next box (Sadie)
- I. At the very bottom of this page, you click: “Submit.”

Management Plan

- Describe how this facility helps the university accomplish its mission and how you will achieve this objective.

- Who will be managing this property for you? What type of management training will be provided?

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