

Completing the Tenant Checklist

Step 1: Go to <http://housing.byu.edu/offcampus/>



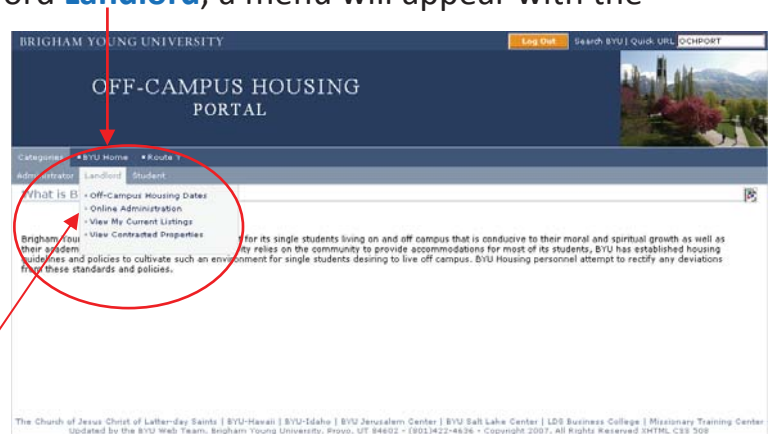
Step 2: Log on to the system using the MyBYU Login section on the right side of the screen or by clicking **Landlords**, **Tenant Checklist**, and **Tenant Checklist Login**.

(note: if you don't have a Net ID you can create one by clicking on the orange arrow and using the [Click here](#) to create a new Net ID Link. Once you have created a Net ID, you need to contact the Off-Campus Housing Office at och@byu.edu or 801-422-1513 to be associated with your property.)

Step 3: Once you are logged into the OCH System, put cursor over (hover) **Categories** and you will see a link that says **Landlord**.

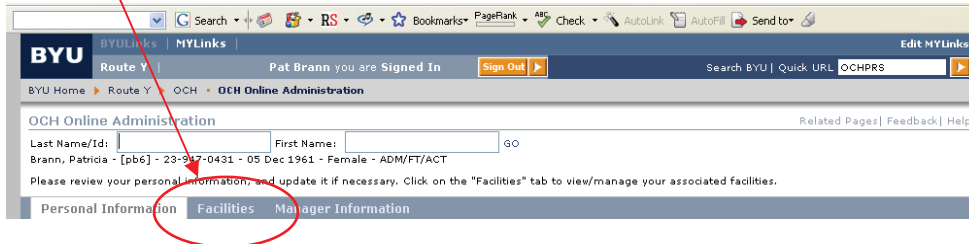
Step 4: When you click or hover over the word **Landlord**, a menu will appear with the following options:

- Off-Campus Housing Dates
- Online Administration
- View My Current Listings
- View Contracted Properties



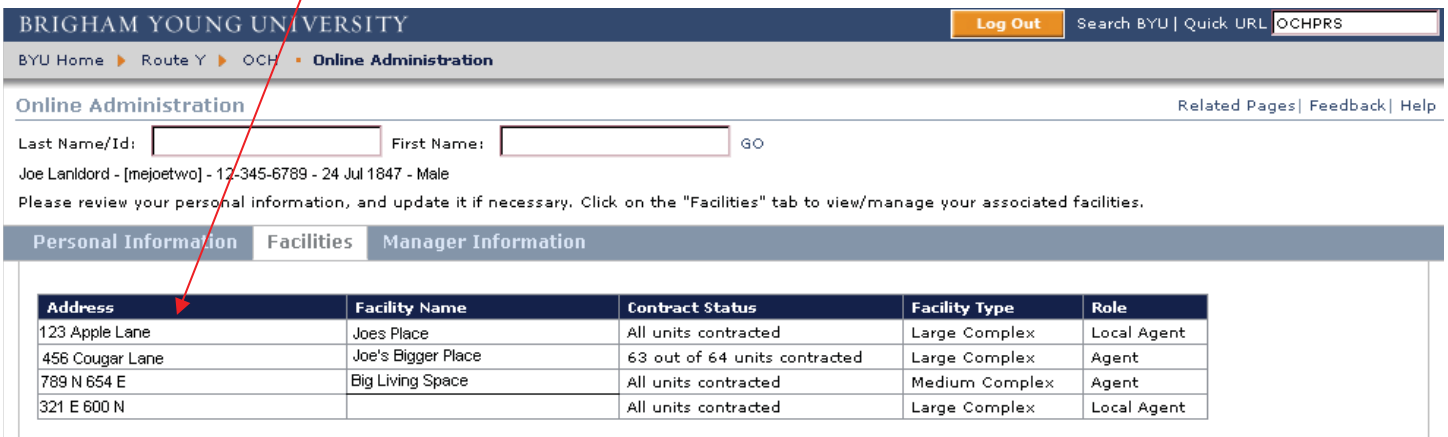
Step 5: Click on **Online Administration** to go to your information page.

Step 6: Click on the **Facilities** tab. This screen should show all properties associated with your Net ID.

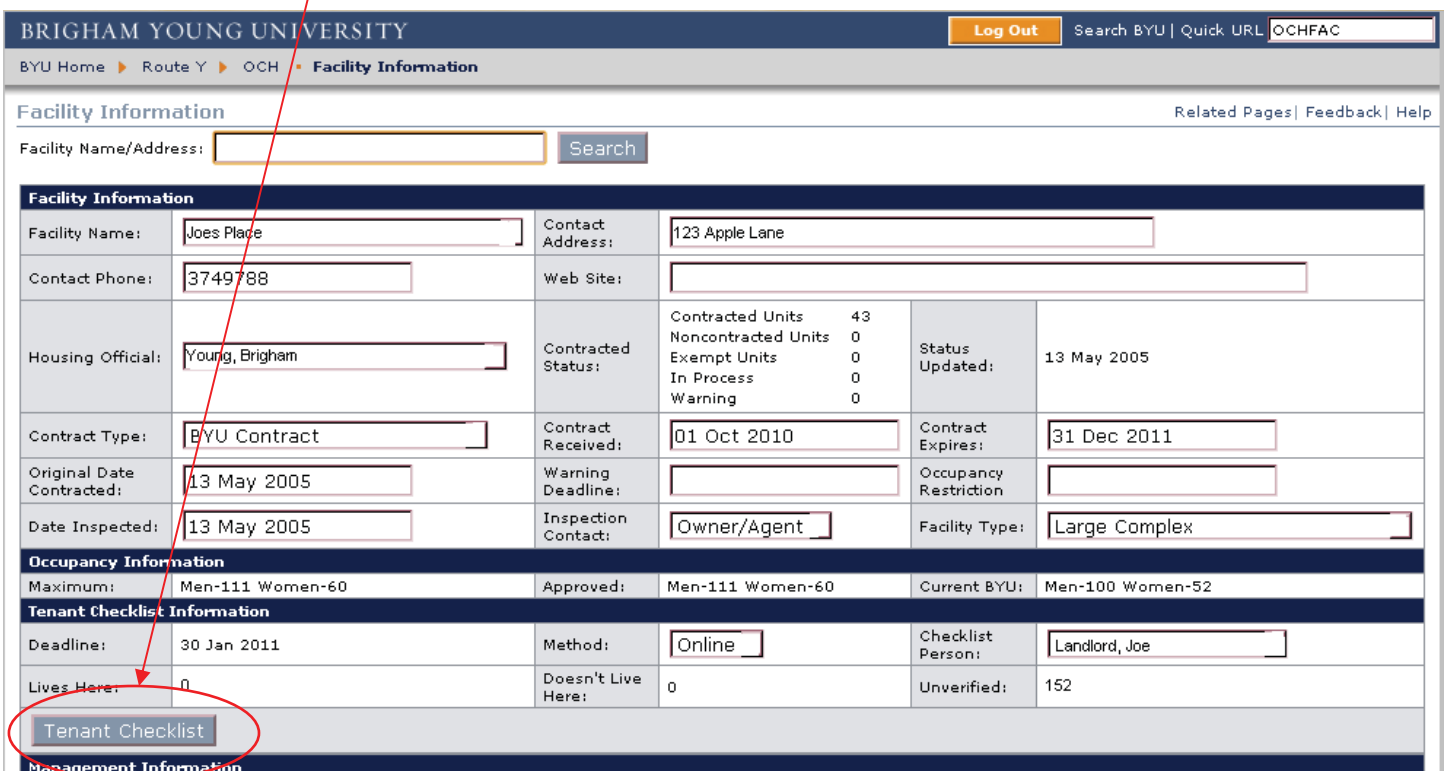


(*note: if you don't see a facility listed, you need to contact the Off-Campus Housing Office to be associated with the property and given rights to view it.)

Step 7: Click on an address to go to the information for the unit or complex.



Step 8: Click on **Tenant Checklist** button.



Step 9: The Tenant Checklist screen will come up with only “BYU” Undergraduate Students who currently have your address listed as their residential address. Under the Verification Status column, click on the circle next to either “Lives Here” or “Doesn’t Live Here” button. Enter any relevant comments, and then click on the **Save Changes** button at the bottom left of your tenant names. **Be sure to save often.**

BRIGHAM YOUNG UNIVERSITY Log Out Search BYU | Quick URL

BYU Home ▶ Route Y ▶ OCH • Tenant Checklist

Tenant Checklist Related Pages | Feedback | Help

Joe's Place
123 Apple Lane
Provo, UT 84606

Page 1 Of 31

Year-Term: Winter 2011 Verification Status: All Students Per Page: 5 Back Next

Tenant Name	Phone Number	Tenant Address	Verification Status	Comments
Allred, Suzy Q		123 Apple 28 Provo, UT 84606	<input checked="" type="radio"/> Lives Here <input type="radio"/> Doesn't Live Here <input type="radio"/> Unverified	
Babee, John		123 Apple APT 3 Provo, UT 84606	<input checked="" type="radio"/> Lives Here <input type="radio"/> Doesn't Live Here <input type="radio"/> Unverified	
Burpee, Sam		123 Apple APT 18 Provo, UT 84606	<input checked="" type="radio"/> Lives Here <input type="radio"/> Doesn't Live Here <input type="radio"/> Unverified	
Cramm, Charlotte		123 Apple APT 16 Provo, UT 84606	Not Applicable -- Has Waiver	
Duggs, Dan		123 Apple Provo, UT 84606	<input checked="" type="radio"/> Lives Here <input type="radio"/> Doesn't Live Here <input type="radio"/> Unverified	

Save Changes

Step 10: If you click on the  next to **Verification Status**, you can view **All**, **Lives Here**, **Doesn't Live Here**, or **Unverified**.

(Note: Not all tenants may be on the tenant checklist and not all students on the checklist will have the verification buttons. Some students may not appear on your tenant checklist because:

- Tenants may not have updated their addresses in their personal information.
- Tenants may not have entered their address correctly in the system.
- Tenants may not be BYU students.
- Tenants may not be taking classes during the current semester or term. Only those who are currently enrolled in classes at BYU will show on the system.

Page 1 Of 31

Year-Term: Verification Status: Students Per Page:

Tenant Name <input type="text"/>	Phone Number	Tenant Address	Address Last Verified	Verification	Comments
				<input checked="" type="radio"/> Lives Here <input type="radio"/> Doesn't Live Here	

Step 11: Under **Students Per Page** you can click on the and select **5**, **10**, **20**, **40**, or **All Students Per Page**. Unless you use **All**, ensure that you check to see more students listed by pressing the **Next** button.