

# Completing the Tenant Checklist

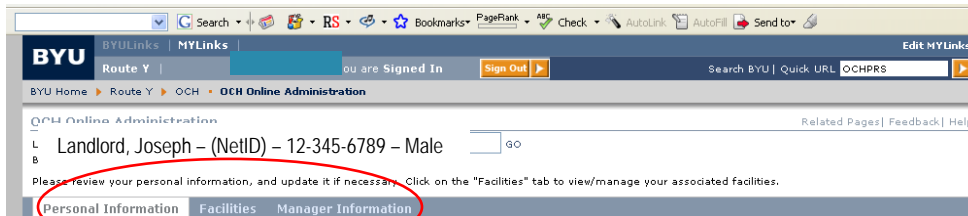
1. Go to <http://www.byu.edu/offcampushousing/>
2. Log on to the system using the Route Y Log in section on the right side of the screen.
3. Once you are logged into the OCH System you will have a link that says landlord on the screen.
4. When you click or hover over the word Landlord, a menu will appear with the following options:



- a. OCH Online Administration
- b. Off-Campus Housing Dates
- c. View My Current Listings
- d. View Contracted Properties

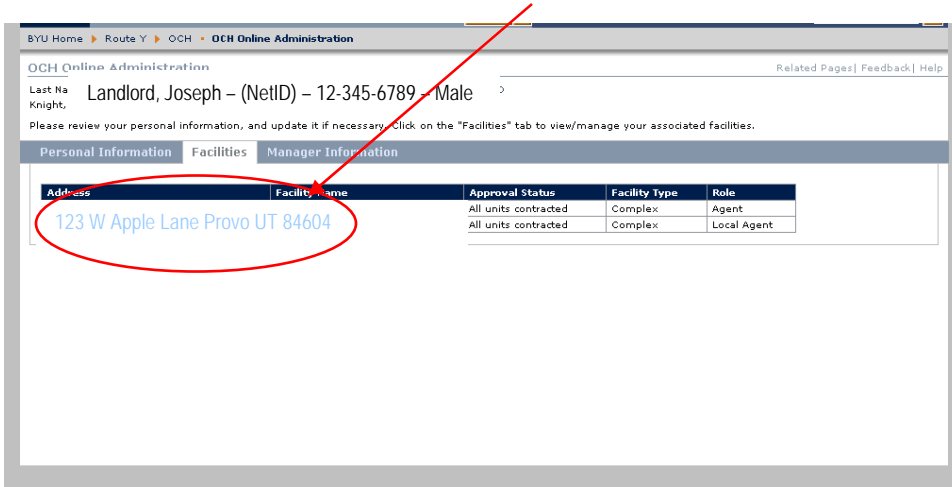


5. Click on OCH Online Administration to go to your information page.
6. Once you are on the OCH Online Administration page you will have three choices:
  - a. Personal Information: (This shows the information that is in the system for you.) Update this information by clicking on the button that says Update at the bottom of the screen. This information is used in all correspondence sent to you by our office.
  - b. Facilities: Lists all properties associated with your Net ID in our system. If there are any properties listed here in error, please contact the OCH Office with the correct information.
  - c. Manager Information: Other information used by our office.



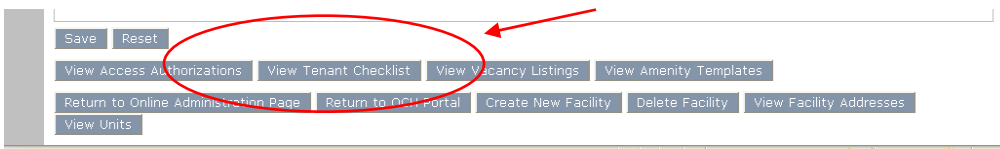
7. Click on the Facilities link to see all properties associated with your Net ID in the system.

8. Click on the address to go to the information for the unit.

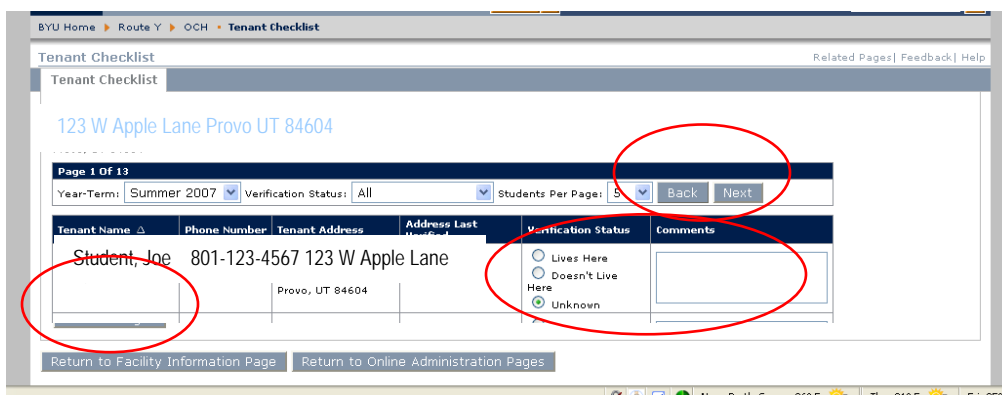


9. This link will take you to the information page.

10. At the bottom of this page you will see several buttons. Click on the View Tenant Checklist button to go directly to the Tenant Checklist page.



11. The Tenant Checklist screen will come up with any “BYU” 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.



12. You may have additional student names on other pages. Click on Next to go to the next screen and complete for all students.

13. Thank you for completing the process. Please remember to check back several times during the semester or term to see if any students have been added to your facility.