



BYU-IDAHO

APPROVED HOUSING GUIDEBOOK

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The Mission of BYU-Idaho and The Role of Approved Housing

Brigham Young University-Idaho was founded and is supported and guided by The Church of Jesus Christ of Latter-day Saints. Its mission is to develop disciples of Jesus Christ who are leaders in their homes, the Church, and their communities.

The university does this by:

- Building testimonies of the restored gospel of Jesus Christ and fostering its principles in a wholesome academic, cultural, and social environment.
- Providing a high-quality education that prepares students of diverse interests and abilities for lifelong learning and employment.
- Serving as many students as possible within resource constraints.
- Delivering education that is affordable for students and the Church.

Approved housing is an integral part of BYU-Idaho's mission. At its core, it provides a safe and wholesome environment in which students can develop and progress as disciples of Jesus Christ. Approved housing allows students to share living space with peers who espouse belief in and a commitment to the standards of the University and the principles and doctrines of The Church of Jesus Christ of Latter-day Saints. This leads to meaningful relationships where roommates strengthen and support one another in their devotion to God, His Son, and the restored gospel of Jesus Christ.

As an educational institution sponsored by and affiliated with The Church of Jesus Christ of Latter-day Saints, BYU-Idaho lawfully operates in accordance with the Church's policies, practices, teachings, and tenets. In the approved housing context, this includes (but is not limited to) practices such as the separate housing of single men and women based on biological sex at birth, the [ecclesiastical endorsement](#) standard for resident employees and their spouses, and the establishment of Student Living principles and Apartment Living Standards.

Purpose of this Guidebook

The *Approved Housing Guidebook* provides basic information about and outlines requirements, expectations, and policies within approved housing. It is expressly incorporated as part of the [Agreement to Provide BYU-Idaho Approved Housing](#) and the [BYU-Idaho Student Landlord Housing Contract](#). The Housing & Student Living Office is willing to provide training or clarification to landlords and managers regarding any topic presented in the *Approved Housing Guidebook*.

Housing Policies

This section outlines eligibility requirements, describes policies governing approved housing properties, and defines the standards to which all students must adhere while living in approved housing.

Approved Housing Residency and Eligibility Requirements

1. Residency Requirement (who must live in approved housing)

All single, campus-based, degree-seeking students under the age of 27 must live in approved housing unless they live at home with their parents. This requirement also applies to students who attend summer session classes or are off-track and continue to reside in Madison County. Exceptions to live outside of approved housing are rare and require a formal request to the Housing & Student Living Office.

2. Eligibility Requirements (who may live in approved housing)

Only officially admitted, single, matriculated, degree-seeking students in good university standing may reside in approved housing. The following individuals are not eligible to live in approved housing: (1) those not officially admitted to BYU-Idaho as degree-seeking students; (2) those admitted but arriving in Rexburg prior to the start of their first assigned semester; (3) married students; and (4) divorced students. Landlords must verify tenant eligibility. For details on verifying eligibility, see Appendix A.

3. Loss of Eligibility (who must leave approved housing)

Students who lose their student status must vacate approved housing. Students who lose their student status or their good standing with the university for any reason are ineligible to live in approved housing and must move out within 72 hours of notice (see “Eligibility Requirements” above).

Temporary Accommodation on Non-Student University Guests

Upon request and with written approval from the Housing & Student Living Office, BYU-Idaho approved housing providers may temporarily house guests of the university while the guest individuals or groups are participating in educational programs sponsored by BYU-Idaho or The Church of Jesus Christ of Latter-day Saints. BYU-Idaho students must never be displaced as a result of these accommodations.

Appropriate sex separation must exist between non-student individuals or groups and BYU-Idaho students. Single persons (e.g., FSY participants, Education Week registrants) shall not stay in the same building as students of the opposite sex. They may, however, stay in the same building as students of the same sex if they reside on separate floors. Education Week families must also be separated by at least one floor when staying in a building occupied by BYU-Idaho students. Properties housing non-student individuals or groups for a specific event must also adhere to all housing and youth-protection policies of the event sponsor.

Property Requirements

Property Ownership

All buildings within an approved property must be owned by one individual, a legal partnership, or corporation. Property owners/landlords may not be single students living at the property.

Property Location

Approved housing properties must be located within a boundary referred to as the Approved Housing Zone. The following [map](#) outlines the zone for the approved housing market. BYU-Idaho reserves the right to modify the zone at its discretion.

Approved Housing Restrictions

Hotels, motels, trailers, studio apartments, duplexes, condominiums (i.e., individually owned units in a multi-unit building), and single-family residential homes will not be considered for approved housing.

Name of Property

The entire property must have one name and be identifiable with one address. Proposed name changes must serve a justifiable purpose beyond simply a desire to move up in the alphabetical listing of approved housing properties.

Sex Separation and Separation of Buildings

All approved housing properties must separate male and female residents based on biological sex at birth. Where multiple buildings exist at an approved property, men and women must reside in discrete buildings with separate rooflines. The sexes shall not be mixed from one wing of a building to another; nor shall they be mixed within buildings.

Men's and women's buildings shall not be connected in any way other than by a parking structure approved in advance by the Housing Approval Committee. No other structures or common areas shall connect a building of one sex to a building of the opposite sex.

BYU-Idaho reserves the exclusive right to determine how the Sex Separation and Separation of Buildings requirements shall be construed and applied.

Parking Lots and Common Areas

Parking lots and common areas (e.g., lounges, laundry facilities, exercise rooms, pools, etc.) may be shared between men and women.

Eligible properties must explicitly and operationally provide for maintaining appropriate levels of privacy and respect in common areas and protecting against overly casual attitudes and behaviors among and between men and women.

An approved property must maintain exclusive common areas (i.e., lounges, laundry facilities, exercise rooms, pools, hot tubs, etc.). These common areas are for the use of residents in one property and may not be shared by another property. All buildings and structures associated with the property will need to be approved for single students and the on-site manager(s).

A property may not share a common driveway, parking lot, or other facilities with a neighboring property, regardless of whether the neighboring property is also an approved housing facility.

There needs to be a perception (visual and otherwise) that the property, especially those with multiple buildings, is one approved housing property. For example, common architectural elements may provide a visual commonality.

Private Bedrooms

Private bedrooms shall not be sold in shared bedroom properties. The only properties approved to sell private bedroom contracts are those built specifically with private bedrooms in or prior to 2004. The properties that have both private and shared bedrooms are only permitted to sell private bedroom contracts for the previously designated and approved private bedrooms.

Mixed Use

Commercial establishments may exist on the same property as approved housing complexes in “mixed-use” zones designated by the City of Rexburg. The nature of any commercial, retail, and/or mixed-use space must be consistent with the tenets of the [Honor Code](#). A mixed-use development desiring to house BYU-Idaho students must receive approval from the university.

Commercial Activities within Approved Housing

Students or their guests may not conduct any commercial activities on the premises of approved housing properties, including the parking lot(s). For example, students may not operate a business from their apartment that brings individuals to the property for products or services. Similarly, landlords may not operate an additional business, outside of a mixed-use zone, that brings individuals to the property for products or services.

Approved Housing and Community Housing

A single student housing property located on the same premises as a community housing property may be considered for BYU-Idaho approved housing provided it does not share the same roofline with or is not

connected in any way to the community housing property. This separation must be both architectural and visual in nature. There shall not be a perception that single student residents and community residents share the same building(s).

Approved housing and community housing properties may share the same parking lot(s). Non-commercial common areas (e.g., lounges, laundry facilities, exercise rooms, pools, etc.), however, shall not be shared by the properties but must be specifically designated for use by either single students or community housing residents.

Apartment Living Standards

BYU-Idaho Apartment Living Standards exist to facilitate and advance the mission of the university and promote the physical safety and spiritual well-being of each student.

The BYU-Idaho Apartment Living Standards explicitly include the tenets of the [Honor Code](#) and the principles found in [For the Strength of Youth: A Guide for Making Choices](#). The following sections are not intended to restate standards that students have already committed to uphold, but rather address unique conditions and standards specific to BYU-Idaho approved housing and single student apartment life.

Entertainment and Media

Landlords, managers, and students have a responsibility to filter and block material that is suggestive, vulgar, immoral, violent, illegal, or pornographic in any way. Internet access must specifically be filtered for Adult/Mature/Tasteless, Gambling, Nudity, Pornography, Proxy/Anonymizer (used to bypass filters), P2P/File Sharing (used for illegal downloading), Sexuality and all other inappropriate content categories.

Cable or satellite television must be filtered by R and NC-17 ratings as well as all inappropriate categories such as Language, Nudity, Violence, and Sexual Content. Most premium movie channels are considered inappropriate and must be filtered or blocked. Specific channels that often come with basic service and must also be blocked include MTV, VH-1, Comedy Central, and Spike.

All other media (visual or otherwise) in the apartment should be in harmony with the principles taught in *For the Strength of Youth*.

Firearms and Weapons

Firearms, ammunitions, explosives, hunting bows, knives, swords, martial arts weapons, BB guns, pellet guns, paint-ball guns and any other device capable of inflicting injury or damaging property are prohibited on the premises of approved housing properties and in all approved housing apartments, including managers' apartments.

Facsimiles or likenesses of firearms or dangerous weapons are also prohibited.

Curfew and Quiet Hours

- Students should be in their own apartments by midnight (12 a.m.) Saturday through Thursday nights and 1 a.m. on Friday nights.
- Apartment visitors must leave in time to arrive at their own apartments by curfew.
- Quiet hours are from 10 p.m. to 8 a.m. daily and all day on Sunday.

Visitation by the Opposite Sex

Visitors to an apartment of the opposite sex must adhere to the following standards:

- There must always be at least three people in an apartment being visited by a member of the opposite sex.
- Men and women may visit apartments of the opposite sex between 10 a.m. and curfew.
- Visitors of the opposite sex are not allowed in bedrooms at any time.
- When civility requires and a public restroom is not readily available, visitors of the opposite sex may use the bathroom in the apartment.
- Where applicable, blinds must be open during visits by the opposite sex.

Pets

No pets of any kind are allowed in BYU-Idaho approved housing Approved Housing Landlords.

Approved Housing Landlords

BYU-Idaho truly values the contribution of landlords to the overall student experience and recognizes their critical role in fulfilling the purposes of the approved housing program and accomplishing the mission of BYU-Idaho.

While landlords have different levels of involvement in their property's operations, it is expected that all landlords work diligently to employ practices and policies that are consistent with the standards and mission of BYU-Idaho. Landlords are also expected to establish expectations, processes, and procedures that will prepare on-site managers for success. This requires frequent contact and regular, hands-on training.

The relationship between BYU-Idaho and approved housing landlords is governed by a contractual [Agreement](#) that formally outlines the conditions, requirements, and obligations of approved housing landlords.

Dispute Settlement and Mediation

Landlords and Students are expected to work together in good faith to resolve any dispute that may arise between them. This includes disputes over contractual matters. If good faith efforts to resolve a contractual

dispute are unsuccessful, [section 18 of the BYU-Idaho Student Landlord Housing Contract](#) requires that the parties first participate in at least one formal mediation session before pursuing any other remedies generally available at law. This mediation session is provided at no cost by BYU-Idaho, through a University-designated mediator. To inquire about mediation, or to initiate the process of scheduling a mediation, contact the Housing & Student Living Office at (208) 496-9220 or housing@byui.edu.

Unpaid rents are not subject to this mediation requirement unless rent was not paid because Student disputes the validity of the underlying contract.

Process for Receiving and Maintaining Approved Housing Status

New Development/Redevelopment

It is strongly recommended that any a developer who desires to develop or redevelop a property with the intent of participating in the approved housing program first meet with the Housing & Student Living Director to review the proposed project before any development/redevelopment work begins. This will ensure proper understanding of university requirements and processes and help to avoid undertaking a project that conflicts with approved housing standards, objectives, or needs. Even so, preliminary discussions with university personnel, such as the Housing & Student Living Director, are not a guarantee of ultimate approval to participate in approved housing. Developers assume all risk and responsibility when undertaking a project, including the risk that a project that has advanced through the process outlined below may not receive, or keep in perpetuity, approved status.

Approval Process for New or Re-developed Properties

To receive a grant of Approved Housing status for a new or re-developed property the property owner must complete the following steps:

Step 1 – Project Concept Consideration

On the “Project Concept Consideration” form, the developer will provide basic contact information, outline the general scope of the project (location, number of beds, parking, timelines, etc.), and provide a brief narrative of his/her understanding of BYU-Idaho and its overarching mission.

The form will then be submitted to the Housing & Student Living Office. The Housing & Student Living Office will assess the concept and consider the needs within the approved housing market and, upon consultation with the Housing Approval Committee and possibly other university officials, render a decision whether or not the developer may advance in the approval process. Advancing in the approval process is not a guarantee of final approval.

In order to minimize risk to the developer, Step 1 should be completed prior to securing financing, advancing in architectural design, and possibly even before acquiring land for new development or existing properties for redevelopment.

Step 2 – Project Approval Application

Once advancement in the process has been granted, the developer may proceed to apply for project approval. BYU-Idaho and the City of Rexburg may meet to discuss the prospective project, synchronize all relevant approval processes, and coordinate any necessary meetings with the developer.

The [Project Approval Application](#) requires a series of narrative responses spanning several topics. This step also requires the creation of a Student Living Plan. The Housing Approval Committee will review the application within 30 days of submission of a final draft to the Housing & Student Living Director. The Housing Approval Committee will either approve, deny, or request additional information from the applicant. An “approved” project signals a contract with BYU-Idaho to provide single student housing. As with all contracts for approved housing, this grant of approval is for a period of one year, renewable annually through the established review process.

Approval Process for Existing Approved Properties that Undergo a Change of Ownership

Acquisition of an Existing Approved Property

BYU-Idaho does not dictate who may purchase properties that have an existing grant of approved status, nor does it determine how or when such properties may be sold. However, Approved status may not be bought and sold, and is therefore not automatically transferred when a new owner acquires an approved property. An individual or group that acquires an existing approved property must apply to receive a new grant of approved status for the property. This is done by submitting a [Housing Approval Application](#). The Housing Approval Committee will review the application and provide a ruling within 15 days of submission of a final draft to the Housing & Student Living Director.

While BYU-Idaho does not control, direct, or otherwise interfere with private property sales, it is strongly recommended that a prospective buyer of an approved property communicate with the Housing & Student Living Office and engage the approval process prior to officially acquiring the property. A ruling on whether an existing property will receive a new grant of approval can be considered before a transaction is closed. It is in the best interest of both the seller and the prospective buyer to communicate immediately with the Housing & Student Living Office once an existing approved property is placed under contract.

Annual Approval Process for Existing Approved Properties with no Change in Ownership

All grants of approved housing status are for one year only. A new contract is extended following an annual university review process that includes an assessment of whether the landlord/property has (1) fulfilled its contractual obligations to the university and its residents, (2) promptly cured and/or addressed contractual

violations identified by BYU-Idaho or property residents, (3) maintained the property in compliance with the Uniform Physical Condition Standards and resolved deficiencies identified in the annual inspection in a timely manner, and (4) otherwise operated in a manner consistent with the standards and mission of BYU- Idaho.

Historically, properties with an active grant of approved status that have met the obligations stated above, and that have not voluntarily withdrawn from the approved housing market, have always been offered a new contract to provide approved housing. Thus, while the existence of a current contract in no way guarantees a future contract, and the university retains sole discretion to determine whether and to whom approved status contracts will be issued – taking into account the needs and nature of the university housing program – approved housing providers in good standing have never been arbitrarily refused a new contract.

Forfeiture or Rescission of Approved Housing Status

Voluntary Forfeiture by Landlord

Landlords wishing to remove their property from the BYU-Idaho approved housing market may do so by submitting the intention in writing. The written intention must include a plan assuring that all students will be properly notified of the change with sufficient time to secure a contract elsewhere and vacate the premises. Forfeiture of approved housing status must be for at least one year unless an exception is granted by the Housing & Student Living Office. Returning the property to approved status will require a formal application as a new property. (See “Approval Process for New or Re-developed Properties” section.)

Rescission of Approved Housing Status

BYU-Idaho reserves the absolute right to rescind any grant of approved status and terminate a contract to provide approved housing, at any time, for any of the reasons listed below:

- Uncured or incurable breaches of the [Agreement to Provide BYU-Idaho Approved Housing](#) as determined at the sole discretion of the University after a good-faith interaction with landlord and management.
- Violations of federal, state, or local laws.
- Failure to support the Honor Code or Apartment Living Standards, or to comply with related university policies or procedures.
- Refusal to participate in the inspections process or failure to resolve specified deficiencies in a timely manner.
- Excessive or recurring physical condition deficiencies.
- Failure to return security deposits and an accompanying list of itemized deductions (if applicable) within 30 days following the end of tenancy.
- Violation of policies related to the sale of private bedroom contracts.

- Failure to verify and report the eligibility of students, or repeated sales of contracts to ineligible individuals.
- Failure to make reasonable and verifiable efforts to sell contracts for sale by students.
- Failure to make apartment assignments at least one month prior to the start of the contract period.
- Receipt of an excessive number of valid and/or verifiable complaints about a property.
- Repeated unexcused absences from the monthly Manager Forum hosted by BYU-Idaho.

Process for Rescission of Approved Status Grant

When considering whether to rescind a grant of approval, the Housing & Student Living Office follows the process outlined below.

1. *Contact with property ownership.* Unless refraining from doing so is reasonably necessary to comply with the law (including legal orders and law enforcement requests), protect health and safety, or ensure the integrity of the approved housing program, the Housing & Student Living Office will first reach out to a landlord and provide notice that the university is considering rescinding a property's approved status, and the specific reasons for the contemplated action.
2. *Good faith interaction and an opportunity to cure curable breaches.* The landlord will then have an opportunity to respond to the specific concerns identified by the Housing & Student Living Office, and, when applicable and when a cure is possible, be provided a reasonable opportunity to cure any contractual breaches or violations of policy. The possibility of cure and the length of any reasonable cure period will be determined by the university based on the nature and extent of the breach or violation in question. It is anticipated that almost every breach or violation can and will be remedied during the reasonable cure period. However, some breaches or violations, especially those involving moral turpitude, serious risk of physical or spiritual harm, or long patterns of non-cooperation or non-compliance may not be curable.
3. *Final Decision and Rescission of Status or Other Action.* If a violation or breach is incurable, or is not cured within the reasonable cure period, the Housing & Student Living Office will consider all available information and, based on a preponderance of the evidence, decide whether rescission of approved status is necessary. Because rescission of approved status is a significant action that impacts the landlord, the university, and residents, and because violations and breaches vary greatly in nature and severity, the Housing & Student Living Office may, at its sole discretion, choose instead to take other actions, such as placing a property on probation, requiring additional or more frequent inspections, requiring verification of the return of security deposits within the required 30 days, making property-specific changes to the Agreement to Provide BYU-Idaho Approved Housing, or other sanctions. Once a final decision has been made, the Housing & Student Living Office will give the landlord written notice of that decision, including the basis for that decision and any sanctions imposed.

4. *Appeals.* Decisions to impose sanctions or rescind a grant of approval are final and not appealable, except as specified below:

A decision to rescind approved status may be appealed to the University Operations Managing Director within five (5) days of the landlord receiving written notice of the decision. The Managing Director will review the landlord's written appeal, including any accompanying evidentiary materials, and render a decision. The Managing Director may request additional information or responses as necessary, but all communication in and regarding the review shall be written.

In the event a decision to rescind approved status is made and subsequently upheld (if appealed), the following consequences will result:

- The property may not be advertised as BYU-Idaho approved housing for future rental contracts or to prospective buyers of the property.
- The university will no longer extend to the landlord any services provided to approved housing landlords.
- Current tenants and future contract holders will be contacted regarding the property's unapproved status and provided options according to the Student Landlord Housing Contract.

Apartment Management

All approved housing properties must have at least one manager living on-site. Large properties are required to have more than one on-site manager (the exact number will be determined and specified during the Project Approval Process). Managers play a unique role in the lives of BYU-Idaho students and significantly contribute to the spirit and personality of the property. An approved housing manager makes it a priority to teach the principles of Student Living and create and foster a culture in which students apply these principles in their apartments and throughout the property.

It is imperative that landlords carefully select managers who are strong advocates of Student Living, possess a presence worthy of the respect and admiration of students, and natural leaders who know how to teach and influence others for good. It is also necessary for landlords to maintain consistent and regular contact with managers following their selection to ensure they clearly understand their role and are fulfilling their duties.

Manager Requirements

Landlords must be aware of and enforce the following requirements concerning approved housing managers:

- Managers cannot be single students who are currently enrolled at BYU-Idaho or unmarried peers of students.
- Resident managers and their spouses must be [ecclesiastically endorsed](#) each year, live the [Honor Code](#) in exemplary fashion, and abide by all university dress and grooming standards.
- Managers cannot have long-term guests residing at the property.

- Managers and students cannot share the same apartment on the property and must each have their own separate and distinct entrances into their respective apartments.
- Managers must abide by the “Firearms and Weapons” policy outlined in this Guidebook.
- Managers cannot have pets. Questions about emotional support or service animals for Managers should be directed to property owners, not the Housing & Student Living Office.
- Managers must attend all monthly forums and other required training meetings sponsored by the Housing & Student Living Office, complete “New Manager Training” within the first three months of employment as a new manager and participate in the annual Housing & Student Living Conference. Additional training is available upon request for topics such as Clean Checks/White Glove, Eligibility, Fees/Fines, Mediation, Student Landlord Housing Contract, Student Living Meetings, Student Living Plans, Tenant Information System, etc.

Landlord Obligations Relating to Managers

Landlords should set clear expectations for their managers. It is strongly recommended that a detailed job description, including duties, standards, and employment policies, be outlined in writing for managers to review, sign, and refer to regularly. It is ultimately the landlord’s responsibility to ensure that managers understand and proficiently and reliably observe all policies, practices, processes, and procedures relating to fair housing (i.e., the federal Fair Housing Act), Idaho housing law, and BYU-Idaho approved housing.

In particular, landlords must ensure that managers are well versed in the following basic practices and abide by their associated policies, standards, and guidelines:

- Verifying student eligibility.
- Collecting rent and security deposits, returning security deposits and a list of itemized deductions (if applicable) within 30 days of the end of tenancy, and assessing fees and fines.
- Accepting, terminating, cancelling, and transferring contracts.
- Handling grievances and managing disputes that warrant mediation.
- Mitigating damages of contracts for sale by students by making reasonable and verifiable efforts to sell the contracts and fill the leased spaces. These efforts must be commensurate with the efforts made to sell all other available property contracts.
- Managing check-ins and check-outs according to official contract dates and times.
- Maintaining the property’s portal within the Tenant Information System (TIS).
- Managing maintenance requests.
- Preparing the property for inspections according to the Uniform Physical Condition Standards.
- Assessing requests related to service animals, emotional support animals, and pets.

Lastly, establish a fixed email account specifically for the manager(s). This will create long-term familiarity for students, facilitate reliable communication between managers and the Housing & Student Living Office, and prevent any lag in communication when a manager leaves or is replaced.

BYU-Idaho Student Landlord Housing Contract

The Housing & Student Living Office provides a [standard housing contract](#) for all approved housing properties.

Using the Standard Contract

All approved housing properties are required to use the BYU-Idaho Student Landlord Housing Contract. Sections 4-7 of the contract allow landlords to specify rent, the security deposit amount, processing fees, late fees, cancellation fees, transfer fees, etc. Nothing else on the contract can be altered or modified in any way. Once a landlord enters all pertinent information in Sections 4-7, the contract must be reviewed and approved by the Housing & Student Living Office. A property's website must include its approved version of the contract. Rent prices are not part of the approval process and can be changed at any time by the landlord.

Rent

Rent is set at the sole discretion of the landlord. Any charges or fees universally applied to all students at a property (except for an approved contract processing fee) must be incorporated into the established rent price and cannot be advertised as a separate cost to students.

Fees and Fines

Fees resulting from students' decisions to cancel a contract, transfer a contract, miss a payment deadline, check-in prior to the contract start date, stay beyond the contract end date, leave without checking out, etc., can be charged separately from rent. Parking permits can also be charged separately from rent.

There are three types of charges that can be assessed separately to students: damage fees, administrative fees, and fines. The table on the following page provides important guidelines related to these charges. No one administrative fee can exceed the amount of the security deposit. Any fees or fines must be assessed and collected in accordance with Idaho law. For landlords that are unfamiliar with the limitations and requirements of the law relating to fees, the Idaho Attorney General's Office has published a [Landlord and Tenant Manual](#) that may be useful.

Charge Type	When to Charge	How Much to Charge	Examples
Damage Fees	These fees are charged to repair or restore damaged property (e.g., carpet, appliances, furniture, walls, doors, windows, etc.). The damage must be beyond normal wear and tear.	Damage fees are to be assessed as the actual cost of the repair or restoration, less any appropriate depreciation of the asset.* Itemization is required for these charges.	Cleaning fees, lost keys and rekey fees, and/or damages (beyond normal wear and tear) to carpet, appliances, furniture, walls, doors, windows, etc.
Administrative Fees	These fees are charged to process contracts, manage student requests to cancel or transfer contracts, manage payment plans, and/or manage processes resulting from student neglect.	Any one fee within this category cannot exceed the amount of the security deposit.	Processing, cancellation, transfer, payment plan, late payment, cleaning re-check, and non-checkout fees.
Fines	Fines are charged to discourage behavior that leads to unsafe conditions or prevents normal business operations to occur. Fining students is relatively rare.	Fines are high enough to discourage the unwanted behavior, but not so high as to be excessive or unreasonable.	Tampering with fire extinguishers, smoke detectors, or other safety devices or features of the property, moving furniture, and parking in restricted zones.

*For example, if the life of a new \$500 couch was estimated at 10 years and was significantly damaged beyond repair five years after the date of purchase, the charge to the student to replace the couch would be \$250. If one of the arms of the couch was damaged and the actual cost to repair the arm was \$75, then the charge assessed to the student would be \$75 and an itemized bill (materials and labor costs) must be provided to the student.

All fees must be reviewed and approved by the Housing & Student Living Office. Any changes to the fees after approval must be reviewed and approved again prior to validating the contract.

Security Deposits

The Student Landlord Housing Contract becomes binding only after a contract is signed by an eligible student and accompanied by an exchange of money. Typically, this means a student pays a processing fee and a security deposit at the time of signing the contract. For students returning to the same property, a previously paid deposit may be rolled over when a new contract is signed. The landlord or property manager must clearly communicate this procedure to the student – informing the student that the “exchange of money” has essentially taken place by rolling over the security deposit from the previous semester.

If there is no exchange of money when a contract is signed, the contract is not binding and will not be recognized by BYU-Idaho. Moreover, if a security deposit is not collected, no administrative fees can be charged to the student. This includes processing, late, cancellation, and transfer fees.

Occupancy Dates

Occupancy dates are established by the university according to the academic calendar. Landlords are required to offer semester contracts for each of the three primary semesters: winter, spring, and fall. Extended length contracts may also be offered at the discretion of the landlord as long as they are not the sole option. Extended length contracts can be offered alongside semester contracts. If offered, they must coincide with official housing occupancy dates.

Contract Addendum

An addendum may be included as part of the Student Landlord Housing Contract as long as it has been reviewed and approved by the Housing & Student Living Office. Confirmation of approval will be sent via email. An addendum that has not been approved will not be considered valid.

Guidelines for an approved addendum:

- Avoid using statements that would contradict the Student Landlord Housing Contract.
- Include any “house rules” specific to the property.
- Include any fees and/or fines not already specified in the Student Landlord Housing Contract.
- Universal fees, except for a processing fee, will not be approved.
- For clarity and ease of readability, use correct grammar, spelling, and punctuation.

Contracts and Addenda Must be Approved.

Housing contracts, addenda, parking contracts, payment plans, and any other documents that are part of the contracting process must be approved by the Housing & Student Living Office. Document review and approval typically occurs only once a year. Only approved documents are considered valid. Any changes to the documents listed in this section – excluding changes in rent amounts – must be reviewed and approved

by the Housing & Student Living Office prior to circulating or posting them online for contracting purposes. All online documents relating to contracting must reflect approved content.

Approved Housing Inspections

BYU-Idaho approved housing reflects the highest standards associated with BYU-Idaho and its sponsoring institution, The Church of Jesus Christ of Latter-day Saints. These standards are not only moral and spiritual in nature but also physical. The physical condition of the properties approved by BYU-Idaho for single student housing significantly contributes to the university's mission to foster principles of the gospel "in a wholesome academic, cultural, and social environment."

Approved landlords must make the physical condition of their properties a priority. Approved housing facilities should be clean, orderly, safe, and inviting. BYU-Idaho approved housing properties should reflect the quality and security of a home where landlords themselves would be willing and eager to reside.

Approved Housing Uniform Physical Condition Standards

The Uniform Physical Condition Standards are intended to ensure that approved landlords carefully and properly fulfill their contractual obligations to maintain approved housing properties in a condition representative of BYU-Idaho approved housing. The standards are also intended to ensure that, to the greatest extent possible, there is uniformity and objectivity in the evaluation of the physical condition of approved properties. This evaluation, or inspection, occurs once a year on a rotating basis in each of the three main semesters (winter, spring, and fall).

The Uniform Physical Condition Standards and Frequently Asked Questions about Inspections and Physical Condition Standards can be found [here](#).

Appendix A – Tenant Information System

The Tenant Information System (TIS) is specifically designed to do the following:

- Allow landlords and managers to verify the eligibility of prospective tenants;
- Facilitate efficient uploading of student addresses into the university's registration system;
- Provide critical information for ecclesiastical leaders; and
- Provide an administrative portal through which landlords and managers can maintain and update important property information that serves as key search criteria for students seeking housing options on the Housing & Student Living website.

Verifying Student Eligibility

As a condition of approval, all approved housing properties must only rent to admitted, matriculating BYU-Idaho students in good standing with the university. It is the sole responsibility of the landlord to ensure all tenants and contract holders are eligible to live in approved housing. Verification of eligibility must happen before accepting a contract. Though landlords may delegate this duty, they remain fully responsible for its proper and timely execution. Non-compliance to this requirement may jeopardize a property's approved status.

It is strongly recommended that landlords and/or managers verify eligibility at the time an individual inquires about a contract. If a housing property utilizes an online application and/or contracting process, eligibility verification should be conducted daily.

Making Apartment Assignments

Managers are expected to make apartment assignments as contracts are sold but no less than one month prior to the official check-in date.

Ecclesiastical leaders have significant challenges when it comes to organizing and administering ward affairs due to the ever-changing student population. TIS allows bishops to access directory information of the students who live within their ward boundaries. Many bishops wish to see who is in their ward prior to the beginning of the semester. If a manager has not accurately entered students into the correct apartment in a timely manner, the bishop will not be able to see his ward list.

Addresses

TIS gathers all single student addresses and uploads them into the student master data system. On the first day of classes, all apartment assignments are transferred from TIS to the student data system. The apartment address now becomes the student's official school address for the semester.

TIS tracks all the contracts that have been sold – whether they exist in the contract pool or have been assigned to an apartment. You must keep no-shows and dismissed students in the contract pool unless their contracts are transferred to another eligible student so BYU-Idaho can accurately count the total number of contracts sold. You should remove no-shows and dismissed students from their assigned apartment but keep them in the contract pool.

Search Portal

TIS provides landlords and managers with a portal to list properties on BYU-Idaho's Approved Housing Search webpage. Accurate pricing and property details help students in their housing search. Landlords and managers can upload property pictures, but these must meet specific resolution criteria and adhere to BYU-Idaho's dress and grooming standards. Pictures of actual students are preferred over stock photos. Any images not meeting these standards will be rejected.

Appendix B - Housing & Student Living Office Directory

Director.....	Troy Dougherty
Student Living	Kriss Pond
Campus Housing.....	Andrew Merrick
Campus Housing Facilities.	Jarrold Laub
Administrative Assistant.....	Lynette de Haan