Key Pick-Up Instructions – Cronkhite Graduate Center

Welcome! Upon checking in you will receive a key packet which includes a room key (or key fob), a mailbox key, and a temporary swipe access card. The temporary swipe card will be used to enter Cronkhite after hours and to access certain secured indoor areas (except the fitness and bike rooms, for which a waiver must first be signed) and, in some cases, your meal plan until you get your official Harvard University student ID card (HUID). Once you receive your HUID, you will need to bring it to the Property Management Office for activation. You will also be required to return the temporary swipe card at that time or you may be required to pay a $25.00 lost swipe card replacement fee.

All housing contract documents must be signed and executed by the HU Housing Leasing Office before keys will be issued. You must bring government-issued photo identification with you to obtain your keys.

Questions? Please contact the Property Management Office at 617-495-1252 or huh_cronkhite@harvard.edu. Visit http://huhousing.harvard.edu/residents/welcome-and-arrival-information for more information about living at Cronkhite Graduate Center.

Who May Pick Up Keys

Ordinarily, keys are issued only to the resident whose name appears on the housing contract. To authorize an HUH-approved subresident to pick up your keys on or after the commencement of the HUH-approved sublet agreement period, you must complete and sign a New Cronkhite Resident Key Pickup Authorization for Sublet form, which is included in the Sublet Kit for Cronkhite Graduate Center (http://www.huhousing.harvard.edu/residents/important-information-residents/subletting-your-apartment-or-room).

Where and When to Pick Up Keys

- Please let the Property Management Office know when you are coming! Any advance notice helps us make sure staff is available. Please call 617-495-1252 or email huh_cronkhite@harvard.edu. Also, complete and upload the Key Pick-up Instructions Acknowledgement form included in this document package.
- Keys can be obtained during regular business hours* at the Cronkhite Graduate Center, 84 Brattle Street, Cambridge, MA 02138 on or after the date the contract begins. Visit www.maps.google.com for directions. Please call 617-495-1252 when you arrive, and staff will meet you in the lobby and provide you with your key packet.
- If you arrive outside of regular business hours*, please call the Resident Advisor on duty at 617-312-7112 to check in. If you are unable to reach the Resident Advisor, call 617-495-1252 and press “0” to contact the University Control Center. They will page emergency personnel, who will meet you outside Cronkhite, let you in, and provide you with your key packet. Note: All after-hours emergency service requests are handled in the order of their receipt; we will respond to you as soon as possible, but some waiting time will be necessary.

*Regular business hours are 9:00 AM—5:00 PM, Monday—Friday. We are closed on Saturdays, Sundays, and on official University holidays. See list at https://hr.harvard.edu/holiday-calendar.

Parking Your Car, Moving Van, or Truck

- Cronkhite Graduate Center does not have its own parking area, and on-campus visitor parking is limited. Visit www.parking.harvard.edu in advance of your move for information about obtaining an on-campus resident or visitor parking permit.
- If you plan to park your moving truck or van on Cambridge city streets, a permit must be obtained in advance. Contact the Cambridge Traffic and Parking Department: www.cambridgema.gov/traffic/permits/movingvans; 617-349-4721.
- A limited amount of on-street metered parking spaces for your car may be available in the area http://www.cambridgema.gov/traffic/Parking/parkingmeters.aspx, and there are several private parking lots and garages located in Harvard Square. Visit http://www.harvardsquare.com/parking for more information.
New Tenant Key Pickup Authorization for Lease Starting on <<LeaseStart>>

Ordinarily, keys are issued only to tenants whose names appear on the lease or to an HUH-approved authorized occupant listed on the Harvard University Housing (HUH) Application and/or Authorized Occupant Form.

If you require someone else to pick up your keys/key fob/access card (if applicable) for you, you must complete this form and return it, along with a photocopy of your HUID (or other photo ID) and a photocopy of the ID of your designee, to your Property Management Office.

The person you designate to pick up your keys/key fob/swipe access card must bring photo identification to the Property Management Office for your building to pick up the keys/key fob/swipe access card. If your designee is unable to pick up keys/key fob/swipe access card during regular business hours you must contact the Property Management Office in advance to make other arrangements. A minimum of three business days’ notice is advised.

For office hours, address, and contact information, refer to the Key Pickup Instructions included with your lease documents, or visit http://www.huhousing.harvard.edu/residents/welcome-and-arrival-information and select your property from the drop-down menu.

Please note that all lease documents must be signed by you and executed by the Harvard University Housing Leasing Office before keys/key fob/swipe access card will be issued. HUH reserves the right to deny your request if the legitimacy of this form cannot be verified.

This completed form will authorize a specific person to pick up keys/key fob/swipe access card for the designated address on the lease on or after the date the lease begins.

My apartment address is __________________________________________________________

(Print HU Housing apartment address as shown on your lease)

I authorize __________________________________________________________

(Print name of person)

to pick up my keys/key fob/swipe access card for me. I have attached a photocopy of my ID and that of my designee.

This person is my HUH-approved subtenant: Yes ( ) No ( ) (Check Yes or No, as appropriate)

The person you authorize is expected to deliver the keys/key fob/swipe access card to you. Once keys/key fob/access card are issued, your Property Management Office will not accept them back from the authorized person. If the person you authorized does not return the keys/key fob/swipe access card to you, you may be responsible for paying a $200 fee to replace the door lock or a $100 fee to replace and reprogram the key fob.

In consideration of Harvard’s accommodation of this request, I hereby release and forever discharge Harvard and its affiliated schools, departments, divisions, and programs, from any and all claims, demands, damages, and liabilities whatever, arising out of such issuance of my apartment keys or of such granting of access into my apartment.

My signature below indicates my acceptance of and agreement with the terms above.

Signed: __________________________________________________________

(Signature of tenant listed on the lease) (Print name of tenant listed on the lease) (Date)
Key Pick-up Instruction Acknowledgement

Harvard University Housing can provide the most efficient service if you arrive to pick up your keys during the office hours listed on the Key Pick-up Instructions or if you make alternative arrangements, if this is not possible.

*Your letting us know your arrival date and time in advance is especially helpful in making your move-in quick and easy.*

Please complete this form, sign, and upload it along with your signed lease documents.

I acknowledge receipt of the Key Pick-up Instructions and understand the procedures.

( ) I plan to arrive and pick up my apartment keys on:

  Date: _______________________________  Approximate Arrival Time: _____________________________

( ) I do not yet know my arrival date/time. I will notify the Property Management Office as soon as possible in advance of my arrival.

Print Name: ___________________________________________________

Signed: _______________________________________________________

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