



2017-2018 Harvard University Housing Sublet Kit

Dear Resident – The safety and security of all our residents is a top priority and is a responsibility shared by all of our residents. Those who live in the building have the right to assume that other occupants are affiliates, family members, or guests known to members of our community as specifically authorized in your lease. As such, we take the rules and regulations regarding HUH sublets very seriously.

In order to have a successful sublet experience, please carefully read all the information in this sublet kit and review the Harvard University Housing Policies and Procedures regarding subletting prior to submitting your application to sublet. If it is determined that you have allowed the use of your apartment for any unauthorized purpose, HUH reserves the right to change the apartment locks and charge you, the tenant(s), a \$200.00 lock replacement fee or a \$100 key fob replacement fee, as applicable to your property.

Be aware that failure to adhere to the policies and procedures is considered a violation of your lease, is grounds for eviction, and will be communicated to the Dean of Students (if applicable) of the resident's School.

We also want you to be aware that you remain the responsible party during the sublet period and may be liable for charges such as damages, lockouts, and lost keys, key fobs, or swipe access cards incurred by subtenants. We strongly recommend that you make your own agreement with your subtenant(s) to address all such issues.

Be sure to include all required items prior to submission (see checklist on last page). The processing of your request will be delayed if your application and supporting documents are not complete. If you have questions, send an email to leasing@harvard.edu or call 617-495-1459.

Sublet Kit Contents

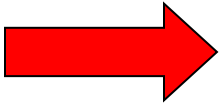
- Instructions
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- Sublet Authorized Occupant Form
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Harvard University Housing
Leasing Office
1350 Massachusetts Avenue, Room 827
Cambridge, MA 02138
PH: 617-495-3377; FAX: 617-496-0404; Email: leasing@harvard.edu

Please contact us with any questions

Instructions

- Find **eligible** candidate(s) to sublet your apartment. *It is imperative that you follow the instructions in “How do I find a subtenant?” in the FAQs, as posting your listing anywhere other than harvardhousingoffcampus.com is a violation of the policies and procedures.*
- Fill out all applicable fields in the Sublet Application and have it signed by **ALL** tenants and subtenants, including those with overlapping dates of occupancy. Only the subtenant(s) and authorized occupant(s) named on this application may live in the apartment. Authorized occupants of the subtenant may not live in the apartment unless it is also occupied by the approved subtenant(s).
- Submit the signed application, along with proof of identity **AND** proof of Harvard University affiliation for **ALL** subtenants on the application to Harvard University Housing’s Leasing Group. Non-affiliate family members should not sign the form. *See FAQs for details.*
- If a subtenant has non-affiliated family members or a domestic partner staying with them, they must also submit the Harvard University Sublet Authorized Occupant Form *included in this Sublet Kit.*
- Key Pickup: It is preferable that you directly provide your subtenant with the keys/key fobs, mailbox key, and temporary swipe access cards (if applicable). If you have not yet obtained these or you are unable to provide them, refer to “Key Pickup” and “Key Return” on the **Harvard University Housing Sublet Policies and Conditions** page and submit the appropriate key pickup authorization form *included in this Sublet Kit.*



Subtenants may **NOT** move into your apartment without prior approval from Harvard University Housing. To do so otherwise is a violation of your lease agreement and grounds for eviction.

FAQs

What are the eligibility guidelines for subletting?

- Harvard Summer School students are eligible as long as their affiliation is during the sublet period.
- A Harvard University affiliate—anyone who has proof of active affiliation as a student or employee of the University during the sublet period. A proposed subtenant who does not have a current Harvard ID must provide their Harvard University acceptance/appointment letter or Harvard Department-issued documentation, including assurance that the subtenant will receive an eligible Harvard University ID, with the Sublet Application.
- Researchers must provide their Harvard Department letter to ensure eligibility prior to approval. Not all researchers are eligible.
- An HUID Person of Interest affiliation does not meet the eligibility requirements (e.g., special borrower, library, temporary access, vendors, and Smithsonian cards).
- Students graduating in May do NOT qualify, as they are considered alumni and are no longer current affiliates.
- You cannot sublet to your family members unless they are eligible Harvard affiliates.
- HUH residents are not permitted to be subtenants in another HUH apartment during their lease term.
- Maximum occupancy guidelines apply. Refer to www.huhousing.harvard.edu/apply/application-process/maximum-occupancy-guidelines.
- All occupants must be approved affiliates, approved direct family members (a spouse/domestic partner, parent, child, or sibling of the subtenant), or other persons approved by Harvard University Housing (HUH—the Landlord), and such persons must be registered with HUH by the filing of a Sublet Authorized Occupant Form.
- Approved subtenants are not permitted to sublease the apartment to another subtenant.
- Sublet periods may not overlap; you cannot sublet more than one HUH apartment at the same time.

Please send an email to leasing@harvard.edu if you have questions regarding eligibility.

When can I sublet my apartment?

- You can sublet during the winter recess (late December—late January) and the summer recess, as defined by the Harvard University Academic Calendar (<http://www.registrar.fas.harvard.edu/calendar/>).
- At times other than summer and winter recesses you may sublet your apartment **only if** you are leaving for academic reasons and will return to finish your lease term (for example, you plan to go abroad for study or research and then come back to finish your program at Harvard). This option requires a letter of confirmation from your school.

NOTE: You CANNOT end your lease on a sublet. This means that if you are not extending your lease for the next academic year, you cannot sublet your apartment. Sublets are not allowed if you elect to vacate on any date during your lease term, including the expiration date specific in your current lease, or the expiration date of your short-term lease extension. For example, during the Lease Termination/Extension period, if you elect to terminate

your lease and you are not extending your lease for the next academic year, you cannot sublet, even if you will be away from your apartment temporarily and will return before your elected vacate date.

How do I find a subtenant?

- The **only** place you are allowed to post your listing is on the Off Campus Listing site, <http://harvardhousingoffcampus.com>. **Your HUH sublet listing will be free of charge on this site IF you carefully follow the directions for an HUH resident posting an HUH sublet.** Your listing will remain pending for further review and processing by HUH. Our system is updated every business day, and your listing will be reviewed as quickly as possible. If the listing information is incomplete or inaccurate, the approval process will be delayed.
- [Click here](http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Listing%20a%20Harvard%20University%20Housing%20sublet.pdf) for detailed information on how to enter your listing (<http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Listing%20a%20Harvard%20University%20Housing%20sublet.pdf>)
- **Do NOT input your credit card information or you will be charged a non-refundable fee of \$25.00.**
- **Be aware that posting your listing on any other site is a violation of your lease agreement and grounds for eviction.**

NOTE: The Off Campus Housing site is not a Harvard-owned website; it is run by a third-party vendor.

What should I do if I have questions?

- For questions about posting on the **Off Campus Housing** site, please contact the vendor directly (<https://harvardhousingoffcampus.com/help>). Let them know that you are a Harvard University Housing resident posting your apartment for a sublet.
- For questions regarding your **sublet application**, email leasing@harvard.edu or call 617-495-1459.

How can I expedite the processing of my request?

- Fill out the Sublet Application in its entirety and be sure that all tenant(s) and subtenant(s) information is correct and legible.
- Be sure that **ALL** tenants and subtenants whose occupancy dates overlap sign the form. Non-affiliate family members do not sign this form.
- Include **proof of identity for ALL subtenant(s) on the application.** For example, a passport, government-issued ID, or current Harvard University ID.
- Include **proof of Harvard University affiliation for all subtenant(s) on the application.** This can be a current Harvard University ID **or** documentation from their Harvard University School or department verifying their eligible affiliation with Harvard.

NOTE: There must be a direct affiliation with Harvard University during the proposed sublet period to meet eligibility requirements.

- Return all required items to Harvard University Housing's Leasing Office:

Fax: 617-496-0404

Email attachment: leasing@harvard.edu

Mail or drop off: Harvard University Housing
Campus Service Center
1350 Massachusetts Avenue, Room 807
Cambridge, MA 02138

How long will it take to process my request?

- Sublet requests are processed in the order they are received. During the busy summer season it might take five to ten business days to process your request; at other times of the year we typically process a sublet application within five business days.
- If your application is incomplete, if you are missing paperwork, signatures, or requested documentation, or if any information is illegible, your application will be delayed.
- Notification of approval will be sent to the primary tenant(s) and the subtenant(s) via email.

Questions?

Please review the subletting section of the [2016-2017 Policies and Procedures manual](http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf) (http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf) for further information about subletting policies.

Send an email to leasing@harvard.edu or call 617-495-1459.

Harvard University Housing Sublet Policies and Conditions

- **The Sublet Application form does NOT constitute a lease and is only a request for approval to sublet. Harvard University Housing (HUH—the Landlord) will not assume responsibility for any arrangements made between the primary tenant(s) and subtenant(s), and HUH does not mediate disputes between primary tenant(s) and subtenant(s).**
- We strongly suggest you make your own agreement with your subtenant(s).
- All sublet terms are subordinate to the terms of the Affiliated/Harvard University Housing Lease. If the terms of your agreement and the Harvard lease are inconsistent, the terms of the Harvard lease govern. If the Harvard lease is terminated for any reason, the sublet is automatically terminated.
- If you live in an apartment that is designated as pet-friendly and your subtenant wishes to bring their pet, the pet must meet HUH policy requirements and the Pet Authorization Form must be signed by the primary tenant(s) and the subtenant(s). The tenant(s) remains the responsible party during the sublet period and may be liable for any pet policy violations or damage charges. Refer to Pet Policies at <http://www.huhousing.harvard.edu/apply/policies-and-procedures>. The Pet Authorization Form can be obtained by contacting leasing@harvard.edu.
- Exceptions to pet or other HUH policies are granted only on the basis of an eligible reasonable accommodation. If your subtenant requires a reasonable accommodation, their eligibility must be verified by appropriate University staff. ***Please contact the HUH disability housing coordinator at leasing@harvard.edu for preliminary information.***
- The primary tenant(s) and subtenant(s) must exchange contact information with one another so each can be reached in case a problem or an emergency arises.
- Unless the Sublet Application is submitted to and approved by the Harvard University Housing Leasing Office, the Property Management Office for your building will have no record of the subtenant's(s') occupancy. Lockout and maintenance requests made by the subtenant(s) will not be responded to. The presence of an unauthorized subtenant in your apartment is a violation of your Harvard lease and may result in the commencement of eviction proceedings.
- HUH does not inspect or clean your apartment after your subtenant has vacated.
- **Primary tenant(s) responsibilities:**
 - Show your apartment to prospective subtenants. HUH will not issue viewing passes for this purpose.
 - Provide a copy of the lease and all related documents to the subtenant(s).
 - Arrange for delivery of keys (including mailbox key), key fobs, and temporary swipe access cards to your subtenant(s).
 - Deliver copies of any Landlord notices to the subtenant(s), including alerting the subtenant(s) to any construction or projects occurring during the sublet period.
 - Inform the subtenant(s) that at times Landlord will enter the premises to perform maintenance and, in some cases, notice of entry may go only to the primary tenant.

- Make subtenant(s) aware of their Internet provider's strict policies regarding the downloading of copyrighted information. All residents are required to adhere to their Internet provider's Acceptable Use Policy.
- Make sure that Internet (if not provided by HUH as an amenity), cable, or telephone payments are current to avoid interruption of service while the subtenant(s) occupies the apartment, if desired.
- Be sure to share Internet access information with your subtenant.
- **Subtenant(s) responsibilities:**
 - If the subtenant(s) receives any Landlord notices directly, the subtenant(s) is responsible for delivering copies of the notices to the primary tenant.
 - The subtenant(s) must comply with all terms outlined in the primary Harvard lease and Tenant Policies and Procedures, which can be found online at www.huhousing.harvard.edu/apply/policies-and-procedures.
 - Subtenant(s) must return keys (including mailbox key)/key fobs/swipe cards to the primary tenant(s) at the end of the sublet period.
- **Rent:**
 - Rental payments remain due and payable by the primary tenant(s) to Harvard University Housing throughout the sublet period. HUH will not assume responsibility for any financial arrangements made between the primary tenant(s) and the subtenant(s).
- **Keys:**
 - **Key pick-up:**
 - If the primary tenant(s) is **incoming** and has not yet picked up the key(s)/key fob, mailbox key, and a temporary building access swipe card (applicable if the subtenant does not have a valid HUID card) for their apartment, they may authorize the subtenant(s) to pick up them up at the Property Management Office at the start of the sublet period **at no charge**. If the subtenant will arrive after hours, the tenant can make advance arrangements for a lock box, if available, on behalf of the authorized subtenant. The subtenant will be responsible for returning the key(s)/key fob and swipe card to the tenant. The primary tenant(s) must complete the **New Tenant Key Pickup Authorization** form and return it with the sublet application.
 - All other tenants who have already obtained their key(s)/key fob, mailbox key, and swipe card(s) are expected to give their apartment key(s)/key fob, mailbox key, and a temporary building access swipe card (applicable if the subtenant does not have a valid HUID card; available at the Property Management Office) directly to their approved subtenant.

If this is not possible, the tenant(s) can complete the **Existing Tenant Key Pickup Authorization** form and return it with the sublet application. **Be aware that the tenant(s) will be charged a sublet access administration fee for this option**, which will result in lock replacement when the sublet period ends. The fee is \$200.00 for lock replacement or \$100 for key fob replacement, as applicable to your property. The authorization form must be signed and the fee must be paid with

this application prior to processing. Credit card payments must be made in person during regular business hours at the Campus Service Center.

- The New Tenant and Existing Tenant Key Pickup Authorization forms are included in this Sublet Kit.

NOTE: The first temporary swipe card is issued free of charge and is programmed to permit building access for two weeks and then is deactivated. This permits sufficient time for the subtenant to obtain an HUID card, which will need to be brought to the Property Management Office for activation. If the temporary swipe card is lost or is not returned by five days after the sublet expiration, the tenant will be charged a \$25.00 lost/unreturned swipe card replacement fee.

If your subtenant already has a valid Harvard University ID Card (HUID), they may have their HUID activated for entry access at the Property Management Office.

- **Key returns:**

- Subtenants must return the mailbox key and key(s)/key fob(s) **directly to you**, the primary tenant(s), at the end of the sublet period. Subtenants **cannot** leave the keys at the Property Management Office.

NOTE: If the key(s)/key fob(s) are lost or not returned, the primary tenant(s) may be charged a \$200 lock replacement fee or a \$100 key fob replacement fee, as applicable to their building, unless they have already paid the Sublet Access Administration Fee.

- **Lockouts:**

- The signature of the primary tenant(s) on the Sublet Application will be deemed sufficient authority to permit Property Management to let the subtenant into the apartment in the event that the subtenant is locked out. The after-hours lockout fee is \$100. In the event that keys/key fobs are lost or stolen, new keys/key fobs will be provided to the subtenant and the primary tenant(s) may be charged a \$200 lock replacement fee or a \$100 key fob replacement fee, as applicable to their building.

NOTE: Subtenants are not allowed to purchase keys. Please see Housing Policies and Procedures for Harvard University Housing Tenants for details.

- **Graduate Commons Program:**

- Harvard affiliates and their families are encouraged to participate in the intellectual, cultural, and social events offered through the Graduate Commons Program (GCP). This unique interdisciplinary program provides a “home away from home” by creating a respectful and vibrant community for our residents. This includes opportunities to network, collaborate across disciplines, and access Harvard faculty in a small group setting. Please be aware that residents are subject not only to all rules and regulations of the Graduate Commons Program, but also to the standards of conduct of their respective Schools. For more information, visit graduatecommons.huhousing.harvard.edu.

- **Common Room Reservations**

- Residents of properties with a Common Room (10 Akron Street, 5 Cowperthwaite Street, 29 Garden Street, Harvard@Trilogy, Peabody Terrace, Soldiers Field Park, and One Western Avenue) who wish to use the room for a private event with more than 10 people (non-routine special

events, such as networking parties, showers, birthday parties, etc.) must make a reservation by sending an email to graduatecommons@harvard.edu.

- Please note: Residents can only reserve a common room in the building in which they reside.
- Please review the “*Common Areas and Facilities*” section of the 2017-2018 [Tenant Policies and Procedures](#) manual (http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf) for further information about common room reservation policies.

We recommend that tenants and subtenants familiarize themselves with HUH building and lease policies contained in the 2017-2018 [Tenant Policies and Procedures](#) manual (http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf).



Harvard University Housing Sublet Application

HU Housing Sublet Address:

Primary Tenant(s)*:

| | | | | |
|-----------------|---|---------------|-------------------|-------------|
| 1. Name: | HUID: | Phone: | Signature | Date |
| Email: | <input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet | | Print Name | |
| 2. Name: | HUID: | Phone: | Signature | Date |
| Email: | <input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet | | Print Name | |
| 3. Name: | HUID: | Phone: | Signature | Date |
| Email: | <input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet | | Print Name | |
| 4. Name: | HUID: | Phone: | Signature | Date |
| Email: | <input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet | | Print Name | |

Subtenant(s):

| | | | | |
|-----------------|---|---------------|-------------------|-------------|
| 1. Name: | HUID: | Phone: | Signature | Date |
| Email: | Dates of occupancy: From: / / To: / / | | Print Name | |
| 2. Name: | HUID: | Phone: | Signature | Date |
| Email: | Dates of occupancy: From: / / To: / / | | Print Name | |
| 3. Name: | HUID: | Phone: | Signature | Date |
| Email: | Dates of occupancy: From: / / To: / / | | Print Name | |
| 4. Name: | HUID: | Phone: | Signature | Date |
| Email: | Dates of occupancy: From: / / To: / / | | Print Name | |

**We have read and agree to abide by the terms and conditions of the prime lease and the terms and conditions for sublet. We agree and acknowledge that in the event of any conflict between the provisions of the prime lease and our sublease agreement, the terms of the prime lease shall govern. I/We, the primary tenant(s), authorize Harvard University Housing Property Management to provide access to the leased premises to the subtenant(s) in the event of a lockout. We understand it is the responsibility of the primary tenant(s) to provide a copy of the lease and all related documents to the subtenant(s).*

Approval Signature for Harvard University Housing (Landlord) _____
Date

For Office Use Only



To live in Harvard University Housing with your non-affiliated Authorized Occupant, you must complete this form and submit with your sublet application. If an authorized occupant will move in during your sublet term (e.g. you get married, you have a baby, etc.), you must contact the Harvard University Housing Office and submit this form as soon as possible. Failure to do so in a timely manner will be considered a violation of your Sublet Application/Agreement. Authorized Occupants are not eligible to be named on the Sublet Application/Agreement. Total occupants must not exceed apartment occupancy limits.

For safety and security, date of birth is required for all approved nonaffiliated family members so that they may be issued Harvard University "Tenant" ID cards for access to residential buildings equipped with card-access control systems. If you prefer not to provide date of birth via this form, you may contact the Leasing Office at leasing@harvard.edu or you may provide the information in person when you obtain the HUID(s). Visit <http://www.campuservicecenter.harvard.edu/services/id-cards> for information and locations.

HARVARD UNIVERSITY HOUSING SUBLET AUTHORIZED OCCUPANT FORM

1. SUBTENANT'S SPOUSE

We are in a marriage recognized as legal under Massachusetts State Law.

DATES OF OCCUPANCY

Name of Spouse (print name)

Date of Birth

2. SUBTENANT'S DOMESTIC PARTNER

We are each other's sole domestic partner and intend to remain so indefinitely. We are in a relationship of mutual support, caring, and commitment. We share joint responsibility for our common welfare and are financially interdependent. Neither one of us is legally married, and we are not related by blood to a degree of closeness that would prohibit legal marriage in the state in which we legally reside. We are at least eighteen (18) years of age and mentally competent to consent to contract. We have resided together for at least six (6) months and intend to reside together indefinitely. It has been at least one (1) year since either of us has filed a statement of termination of a previous Statement of Domestic Partnership.

DATES OF OCCUPANCY

Name of Domestic Partner (print name)

Date of Birth

3. SUBTENANT'S IMMEDIATE FAMILY MEMBER (CHILD, PARENT, SIBLING)

DATES OF OCCUPANCY

Name of Affiliated Subtenant's Family Member (print name)

Relationship

Date of Birth

Name of Affiliated Subtenant's Family Member (print name)

Relationship

Date of Birth

Name of Affiliated Subtenant's Family Member (print name)

Relationship

Date of Birth

4. AFFILIATED SUBTENANT'S NAME AND HARVARD UNIVERSITY HOUSING ADDRESS

Affiliated Subtenant Name (print name)

Dates of Sublet Term

Street Address / Apartment Number

City / State / Zip Code

Please sign below to acknowledge the following: Authorized occupant(s) residency in Harvard University Housing is permitted only during the affiliated subtenant's sublet term and must cease upon termination of the approved sublet Application/Agreement. I acknowledge that the Harvard University Housing Office reserves the right to request evidence for verification and approval of any authorized occupant listed on this form and to deny the addition of any authorized occupant.

HARVARD UNIVERSITY HOUSING SUBTENANT

The undersigned acknowledges receipt of the foregoing representations. Occupancy in the sublet unit remains subject to the terms and conditions of the approved Sublet Application/Agreement and applicable laws.

Affiliated Subtenant Signature

Date

HARVARD UNIVERSITY HOUSING TENANT(S)

PRESIDENT AND FELLOWS OF HARVARD COLLEGE

Primary Tenant Signature

Date

Primary Tenant Signature

Date

Signature

Date

Primary Tenant Signature

Date

Primary Tenant Signature

Date

HARVARD CAMPUS SERVICES



HARVARD UNIVERSITY HOUSING



New Tenant Key Pickup Authorization for Lease Starting on _____

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 fobs/swipe cards (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 fobs/swipe cards must bring photo identification to the Property Management Office for your building in order to pick up the keys/key fobs/swipe cards. If your designee is unable to pick up keys/key fobs/swipe cards during regular business hours you must contact the Property Management Office in advance to make other arrangements.

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 fobs/swipe cards 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 fobs/swipe cards 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 fobs/swipe cards 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 fobs/swipe cards to you. Once keys/key fobs/swipe cards are issued, your Property Management Office will not accept them back from the person you have authorized. Please be aware that you may be required to pay a sublet access administration and door lock core replacement fee of \$200 for a keyed building or \$100.00 for a key fob building if the authorized person/subtenant does not return the keys/key fobs/swipe cards to you.

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.

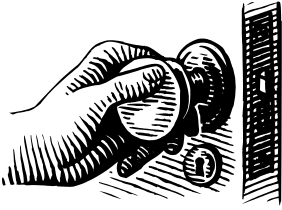
My signature below indicates my acceptance of and agreement with the terms above.

Signed: _____
(Signature of tenant listed on the lease) (Print name of tenant listed on the lease) (Date)

HARVARD CAMPUS SERVICES



HARVARD UNIVERSITY HOUSING



Existing Tenant Sublet Key Pickup Authorization Form for Sublet Starting on _____ (date).

Ordinarily, existing tenants are responsible for providing keys/key fobs/swipe cards (if applicable) and the mailbox key to their HUH-approved subtenants or to HUH-approved authorized occupants listed on the Harvard University Housing Sublet Authorized Occupant Form. However, if your circumstances prevent you from making key arrangements with your HUH-approved subtenant directly, you may use this form to authorize HUH Property Management to provide keys to your subtenant. Please read the important details below.

- **There will be a sublet access administration and lock replacement fee of \$200 for a keyed building or \$100.00 for a key fob building, payable when you submit this form, if you select this option.** More information can be found in the Tenant Policy Manual at: http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf.
- You must complete this form and return it along with your sublet access administration and lock replacement fee, a photocopy of your HUID (or other photo ID) and a photocopy of the ID of your designee to the Leasing Office.

Fax: 617-496-0404
Email attachment: leasing@harvard.edu
Mail or drop off: Harvard University Housing
Leasing Office
1350 Massachusetts Avenue, Room 827
Cambridge, MA 02138

- Your subtenant must go to the Property Management Office for your building with photo identification, in order to pick up the keys/key fobs/swipe cards. It is preferred that this takes place during regular business hours, but if this is not possible, you must contact the Property Management Office in advance to make other arrangements.
- 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.
- HUH reserves the right to deny your request if the legitimacy of this form cannot be verified.

This completed form will authorize a specific HUH-authorized subtenant to pick up keys for the designated address on the lease on or after the date the approved sublet agreement begins.

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

I authorize _____
(Print name of HUH-approved subtenant)

to pick up my keys/key fobs for me. I have attached a photocopy of my ID and that of my designee. I understand that my HUH-authorized subtenant is required to return all issued keys/key fobs to me at the end of the sublet period. Issued swipe cards, if applicable, are to be returned to the Property Management Office.

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)

Sublet Request Submission Checklist

These items **MUST** be completed and returned to Harvard University Housing's Leasing Office for approval:

- Sublet Application page filled out and signed by **ALL** tenants and subtenants included in the application.
- Completed Sublet Authorized Occupant Form, if applicable.
- Completed Key Pickup Authorization Form (New Tenant or Existing Tenant with fee), if applicable.
- Photocopy of HUID or government-issued Photo ID/Passport for **ALL** subtenants in the application.
- Proof of affiliation for **ALL** subtenants (HUID or additional documentation from school or department).

NOTE: Please keep the Instructions, FAQ, Sublet Policies and Conditions, and Checklist pages for your reference; **do not return them with your application.**