



2021-2022 Harvard University Housing Sublet Kit

Dear Resident:

As safety and security are responsibilities shared by all residents, Harvard University Housing developed the sublet process in part to ensure that everyone living in our housing is an affiliate, family member, or guest. We're here to support you in your effort to sublet and encourage you to get in touch with us if you have any questions.

In summary:

- You will find a prospective eligible subtenant
- You will submit the application and other documents as needed
- You will either be asked for more information to ensure policy adherence or will receive an approval email
- You or your subtenant will pick up keys

Before submitting a sublet request please read all the information in this sublet kit and review the [Harvard University Housing Policies and Procedures](#) regarding subletting. Harvard University Housing also recommends reading the information on <http://huhousing.harvard.edu/sublets> regarding key pick-up, lockouts, policies, etc.

Notes:

- Harvard University Housing requires a sublet period of at least two weeks.
- Harvard University Housing can process your request more quickly if you include all required documents (complete and legible) with your application.

If you have questions, please call 617 495-1459 or send an email to leasing@harvard.edu.

Who is eligible to sublet my apartment?

- 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 student or employee ID, with the Sublet Application.
- Harvard Summer School students, as long as their affiliation is active during the sublet period.
- Authorized Occupants, such as a spouse/domestic partner, parent, child, or sibling of the subtenant or other persons approved by Harvard University Housing, may live with the approved subtenant once registered with HUH by the filing of a Sublet Authorized Occupant Form (included in this kit). Authorized Occupants may only live in the apartment while it is occupied by the approved subtenant(s).

Note: Harvard University Housing recommends confirming your prospective subtenant's eligibility prior to entering into a sublet agreement. The affiliate must have a student or employee role. Having an HUID does not guarantee eligibility--not all researchers, interns, etc., are eligible.

Who is not eligible to sublet my apartment?

- An HUID Person of Interest affiliation such as a special borrower, library, temporary access, vendors, Smithsonian cards, etc.
- Students who have already graduated, as they are considered alumni and are no longer current affiliates.
- Family members who are not eligible Harvard affiliates.

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

How do I find an eligible subtenant?

- The only place you are allowed to post your listing is on the Off Campus Housing site, <https://www.harvardhousingoffcampus.com/>. Posting it elsewhere is a violation of your lease agreement.
 - The listing fee will be waived if you follow the directions for a Harvard University Housing resident posting a Harvard University Housing sublet.
 - Do not input your credit card information or you will be charged a non-refundable fee of \$25.
 - Listings are not finalized until reviewed and processed by Harvard University Housing; listings are reviewed each business day.
 - If the listing information is incomplete or inaccurate, Harvard University Housing will email you for further information.
- For questions about posting on the **Off Campus Housing** site, please contact the vendor directly (<https://www.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.

Note: Off Campus Housing is a third-party vendor site, not a Harvard-owned website.

When may I sublet?

- You may sublet during the winter recess (late December—late January).
- You may sublet during the summer recess, if you either have extended your current lease or signed a new HUH lease for the upcoming academic year.
- You may not sublet your apartment during summer recess if you have chosen to terminate your lease.
 - Exceptions to the winter and summer recess periods may apply if you are on an approved leave of absence and have renewed your lease for the upcoming academic year.
- If a resident is transferring from one Harvard University Housing apartment to another, only the new apartment can be sublet.

Completing the sublet application:

- Fill out the Sublet Application in its entirety and be sure that all information is correct and legible.
- Have the form signed by each tenant and subtenant with overlapping dates of occupancy. Nonaffiliate family members do not sign this form.

- Include proof of identity for all subtenant(s) on the application. For example, a photocopy of 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 number **or** documentation from their Harvard University School or department verifying their eligible affiliation (active student or employee role) with Harvard.
- Sublet requests are processed in the order they are received. It may take five to ten business days for Harvard University Housing to process your request.
- Notification of approval will be sent to the tenant(s), the subtenant(s), and the Property Management Office via email.
- Return all required items to Harvard University Housing's Leasing Office:

Email attachment: leasing@harvard.edu
 Mail or drop off: Harvard University Housing – Leasing Office
 Campus Service Center
 1350 Massachusetts Avenue, Room 807
 Cambridge, MA 02138

Key Pick-up:

To make key pick up arrangements, subtenants must contact the appropriate [Property Management Office](#) at least two business days in advance of their sublet start date. That time is required to program fobs, set up a lock box, and communicate back to the subtenant. Staff is not necessarily in the office during the pandemic, so it is imperative that you make arrangements in advance. Failure to do so may result in a delay of receiving access to the sublet apartment until after the sublet start date.

Community and Events:

- All residents living in Harvard University Housing, including subtenants, are encouraged to participate in the intellectual, cultural, and social events offered through the Graduate Commons Program (GCP). The GCP team consists of live-in Harvard Faculty, Staff, and Community Advisors, who work to build connections between HUH residents. Please visit graduatecommons.huhousing.harvard.edu to learn more and view our monthly event calendars. Subtenants must email graduatecommons@harvard.edu to be added to our weekly mailing lists.
- For residents living in buildings with a common area, these rooms may be used for group study or informal social gatherings of up to ten people. Reservations are required for private events and can be submitted by emailing graduatecommons@harvard.edu. *Common Rooms or Study Rooms may not be available during this time for health and safety reasons.*

Additional Details:

- The Sublet Application form does NOT constitute a lease and is only a request for approval to sublet. Harvard University Housing will not assume responsibility for any arrangements made between the tenant(s) and subtenant(s), and Harvard University Housing does not mediate disputes between tenant(s) and subtenant(s).

- Harvard University Housing strongly suggests you make your own agreement with your subtenant(s).
- All sublet terms are subordinate to the terms of the resident's 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.
- 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.*
- 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 your School.
- 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. Harvard University Housing strongly recommends that you make your own agreement with your subtenant(s) to address all such issues.
- 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 lock replacement fee or a \$100 key fob replacement fee.
- Cambridge residents - There is a City of Cambridge ordinance that impacts your ability to sublease your unit for a period of less than 30 days. Rentals of less than 30 days are prohibited unless the unit is registered (which involves an inspection process and payment of a \$500 fee) and you meet specific eligibility standards. Please be aware that new tenants in particular may not be eligible for the City of Cambridge's registration. Details at <https://www.cambridgema.gov/iwantto/registerashorttermrental>.

Additional information can be found at huhousing.harvard.edu/sublets.

Questions? Call the 617-495-1459 or send an email to leasing@harvard.edu.

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:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	
2. Name:	HUID:	Phone:	Signature:	Date:
Email:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	
3. Name:	HUID:	Phone:	Signature:	Date:
Email:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	
4. Name:	HUID:	Phone:	Signature:	Date:
Email:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	

**I/we understand that this sublet application must be signed and executed/approved by the Harvard University Housing Leasing Office before keys/key fobs/swipe access cards will be issued to the subtenant(s). All keys/key fobs/swipe access cards issued to the HUH-approved subtenant(s) must be returned to the Property Management Office at the end of the sublet period. If keys/key fobs/swipe access cards are not returned or are lost, the primary tenant(s) may be charged and responsible to pay a \$25 fee for each lost/unreturned key/key fob/swipe access card or a \$200 fee if the door lock core must be replaced.*

 <<For Office Use Only>>

 Approval Signature for Harvard University Housing (Landlord)

 Date



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.

As a building security and lead law compliance precaution, HUH requires date of birth information for all approved nonaffiliated family members in order to obtain a University-issued family ID card (HUID) for entry into HUH card-access controlled buildings. 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). Please note that Harvard Campus Services does not guarantee an HUID will be issued to nonaffiliated family members residing in HU Housing. 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

Affiliated Subtenant Signature

Date

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.

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

Subtenant Fitness Room Waiver

Dear Subtenant,

If you are planning to sublet in any of the properties listed below and would be interested in using the fitness room in that property, please sign the waiver on the next page and return it with your sublet application. The subtenant and any subtenant authorized occupants each need to sign their own waiver.

The fitness rooms are currently closed but signing the form now will expedite the process should they open during your sublet period.

Residents and subtenants may only use the fitness room in the property where they reside.

- 10 Akron Street
- 5 Cowperthwaite Street
- Harvard @ Trilogy
- Soldiers Field Park
- One Western Avenue (may use the Soldiers Field Park fitness room)



ACKNOWLEDGEMENT OF FITNESS ROOM POLICIES AND ASSUMPTION OF RISKS RELEASE

The fitness room located in the building is a controlled access facility. President and Fellows of Harvard College (“Harvard”) reserves the right to revoke access to the Fitness Room if Fitness Room access and use policies are not followed.

- The fitness room is available for use by Tenants, Landlord approved Authorized Occupants, and Landlord approved Subtenants only. Guests are not permitted to access fitness rooms. All Participants must sign the Acknowledgement of Fitness Room Policies and Assumption of Risks Release prior to Fitness Room access.
- The fitness room is to be used during posted hours only, and propping fitness room doors open is not permitted.
- Exchanging of access cards is prohibited.
- Any individual under the age of 18 is considered a child and must always be supervised by an adult. Childcare is not available at the fitness room.
- Animals are not permitted in the fitness room unless they are authorized service animals.
- Videography and photography are prohibited in the Fitness Room without written consent from Harvard.
- The facility may not be altered in any way. This includes removing signs from walls; moving and unplugging equipment; removing equipment from the facility; or turning off lights, fans, and climate control systems labeled with signs prohibiting such actions.
- Persons using the facility must report injuries, damaged equipment, suspicious activity, and maintenance issues or abuse to the Property Management Office immediately.

Acknowledgment and Agreement

The undersigned Participant; an Authorized Occupant, Subtenant, or Subtenant Authorized Occupant; of the building and apartment known and numbered as _____ (the “Building”), wishes to use certain fitness equipment and facilities located in the Building (the “Equipment”) and owned by President and Fellows of Harvard College.

In consideration of the provision of such fitness equipment and access to such facilities, the undersigned agrees as follows:

- I acknowledge and agree to abide by the Fitness Room Policies for access and use, both listed above and posted on site.
- I acknowledge that use of athletic equipment and the associated levels of physical exertion can cause or lead to death, injury, illness, or property damage. I understand that Harvard cannot ensure my safety or that of any child or guest under my supervision or eliminate all these risks. I agree to assume all the risks of my use of the Equipment.
- I hereby release, absolve, and forever discharge Harvard and its subsidiaries, affiliated corporations, schools, departments, divisions, and programs, past, present, and future, as well as their officers, agents, employees, faculty, student, fiduciaries, insurers, and members of their governing boards, past, present and future (hereafter collectively referred to as “Releasees”), from any and all claims, demands, liens, agreements, contracts, covenants, actions, causes of actions, suits, debts, damages, and liabilities whatever, of every name and nature, including and especially claims of any and all personal injuries, arising out of my use of the Equipment or the use of the Equipment by any child or guest under my supervision. I have carefully read, understand, and voluntarily sign this document. I understand that I am surrendering certain legal rights. I agree that this agreement shall be binding on me, my heirs, assigns, executors, representatives, and estate.

Participant/Guardian Signature

Participant Printed Name

Date