



2018-2019 Harvard University Housing Sublet Kit

Dear Resident – Safety and security is a responsibility shared by all who lease or sublet with Harvard University Housing (HUH). Residents have the right to assume that other occupants are affiliates, family members, or guests known to members of our community as specifically authorized in the lease. As such, we take the rules and regulations regarding HUH sublets very seriously.

We strongly recommend that you carefully read all the information in this sublet kit and review the [Harvard University Housing Policies and Procedures](#) regarding subletting before submitting your sublet application.

Please be aware of the following:

- **Cambridge residents only** - There is a new **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 <http://www.cambridgema.gov/~media/Files/inspectionalservicesdepartment/shorttermrental/shorttermrentalguide.pdf> and <http://www.cambridgema.gov/~media/Files/inspectionalservicesdepartment/shorttermrental/shorttermrentaldecisiontree.pdf>
- 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. We strongly recommend 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.

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	
Subletting Overview	Sublet Authorized Occupant Form
Sublet Policies and Additional Information	Key Pickup Authorization Forms
Sublet Application	Checklist

Harvard University Housing - Leasing Office
 1350 Massachusetts Avenue, Room 827, Cambridge, MA 02138
 PH: 617-495-3377 (1459); FAX: 617-496-0404; Email: leasing@harvard.edu

Subletting Overview

- 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.
- 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.
- Please review the subletting section of the [Policies and Procedures for Harvard University Housing Tenants \(http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf\)](http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf) for detailed information about subletting policies.

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.
- We recommend confirming eligibility prior to entering 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.
- 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).

Who is not eligible to sublet my apartment?

- An HUID Person of Interest affiliation (e.g., special borrower, library, temporary access, vendors, and Smithsonian cards).
- Students who have already graduated, as they are considered alumni and are no longer current affiliates.
- Students graduating in May are not eligible to sublet over the summer.
- 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, <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](#) 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.**
- **Be aware that posting your listing on any other site is a violation of your lease agreement and grounds for eviction.**
- 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, as long as you either have extended your current lease or newly signed an 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, as long as you have renewed your lease for the upcoming academic year.
- If a tenant is transferring from one HUH 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 **ALL** tenants and subtenants, including those 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.

- 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 - Leasing Office
1350 Massachusetts Avenue, Room 807
Cambridge, MA 02138

Notes:

- 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.
- **Your application will be delayed if:**
 - It is incomplete
 - You are missing paperwork, signatures, or requested documentation
 - Any information is illegible

Notification of approval will be sent to the primary tenant(s), the subtenant(s), and the Property Management Office via email.

Access and lockouts:

Providing your subtenant with access (keys/fobs/swipe access card, etc.):

For tenants who have not yet picked up keys:

- Primary tenants who have not yet moved in may authorize the subtenant(s) to pick up their welcome package and keys at the Property Management Office at the start of the sublet period.
- The primary tenant(s) must complete the Key Pickup Authorization form (found in this kit) for tenants who have not picked up keys and return it with the Sublet Application.
- If the subtenant will arrive after hours, the tenant can make advance arrangements with the Property Management Office for a lock box, if available. Lockbox requests must be made three business days prior to the sublet start date.
- The subtenant will be responsible for returning the key(s)/key fob and swipe access card (if applicable) to the tenant.

For tenants who have already picked up keys:

- Existing primary tenants are expected to give their keys/fobs to their subtenant. If you don't wish to share your mailbox key, you may purchase another one from the Property Management Office for \$25 or suggest the subtenant rent a Post Office box.
- If a key/fob handoff is not possible, the tenant(s) may complete the Key Pickup Authorization form (found in this kit) for tenants who have already picked up keys and **return it to the Leasing Office, with the applicable**

Sublet Access Administration Fee, as shown on the form. The Property Management Office will not give the **mailbox key** to the subtenant without the consent of the primary tenant(s).

- If the building requires swipe access and the subtenant does not have a valid HUID, the primary tenant must request a temporary building access swipe card from the Property Management Office.
 - If the temporary swipe card is not returned to the Property Management Office within five business days after the sublet expiration, the tenant will be charged a \$25 fee.
- If swipe access is required and your subtenant already has a valid Harvard University ID Card (HUID), they may have it activated at the Property Management Office.

Getting keys/fob back from your subtenant:

- If the tenant gave key(s)/fob to the subtenant, they must be returned to the tenant.
- If the subtenant picked up key(s)/fob at the Property Management Office, they must be returned as noted in the Key Pick-Up Authorization Form.
- 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, 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 of a lockout.
- After-hours lockout and lock replacement fees will be charged to the primary tenant's account.

Note: Subtenants are not allowed to purchase keys. Please see [Housing Policies and Procedures for Harvard University Housing Tenants](#) for details.

Sublet Policies and Additional Information

- Tenants and subtenants should familiarize themselves with the [Housing Policies and Procedures for Harvard University Housing](#) (http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Tenant_Policy_Manual.pdf).
- 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).
- HUH residents are not permitted to be subtenants in another HUH apartment during their lease term.
- 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.
- Maximum occupancy guidelines apply. Refer to www.huhousing.harvard.edu/apply/application-process/maximum-occupancy-guidelines.

- If you live in a pet-friendly apartment and your subtenant wishes to bring their pet, the pet must meet HUH policy requirements and the Pet Authorization Forms must be signed by the primary tenant(s) and the subtenant(s).
 - The primary tenant(s) remain liable for any pet policy violations or damage charges. Refer to Pet Policies at <http://www.huhousing.harvard.edu/apply/policies-and-procedures>.
 - Contact leasing@harvard.edu for the Pet Authorization Form.
- 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 current contact information so each can be reached in case an emergency arises.
- Unless the Sublet Application is approved by the Harvard University Housing Leasing Office, the Property Management Office will have no record of the subtenant'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 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).
- 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.
- Be sure to share internet access information and all applicable policy information with your subtenant
- Primary tenant(s) must return subtenant's temporary building swipe card, if applicable, to the Property Management Office within five business days of the sublet end date or be charged \$25.

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(s).
- 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/fobs and swipe access cards, if applicable, at the end of the sublet period.
 - If the tenant gave key(s)/fob to the subtenant, they must be returned to the tenant.

- If the subtenant picked up key(s)/fob at the Property Management Office, they must be returned as noted in the Key Pick-Up Authorization Form.
- Either the tenant or subtenant must return the swipe access card, if applicable, to the Property Management Office within five days of the end of the sublet period or the tenant will be charged a \$25 fee.

Graduate Commons Program:

- Harvard affiliates and their families 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). Visit graduatecommons.huhousing.harvard.edu to learn more or contact graduatecommons@harvard.edu to be added to our mailing lists.
- Residents of 10 Akron Street, 5 Cowperthwaite Street, 29 Garden Street, Harvard@Trilogy, Peabody Terrace, Soldiers Field Park, and One Western Avenue may request to reserve their property's common room for private events with ten or more people by sending an email to graduatecommons@harvard.edu. Prior to doing so, please read all the Common Room information and policies on <http://www.huhousing.harvard.edu/residents/graduate-commons/common-room-reservations>.

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

**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			
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			
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			

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

**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). Under Cambridge City Ordinance, short term rentals less than 30 days are only allowed under limited circumstances. Please be aware you may not be eligible for the City of Cambridge's registration. HUH approves this request, subject to tenant's compliance with the [ordinance].*

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

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 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 in order 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.

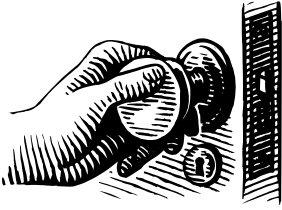
My signature below indicates my acceptance of and agreement with the terms above.

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

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 the apartment keys/key fob/swipe access card (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. Tenants who do not wish to pass along their own mailbox key may either purchase another mailbox key for \$25.00 or suggest their subtenant rent a Post Office box. 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 the keys/key fob/swipe access card 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 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
Campus Service Center - Leasing Office
1350 Massachusetts Avenue, Room 807
Cambridge, MA 02138

- Your subtenant must go to the Property Management Office **during regular business hours**, with photo identification, in order to pick up the keys/key fob/swipe access card.
- 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 the keys/key fob/swipe access card for my apartment. I have attached a photocopy of my ID and that of my designee. I understand that the HUH-authorized subtenant is expected to return the issued keys/key fob/swipe access card to the property management office at the end of the sublet period.

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.**