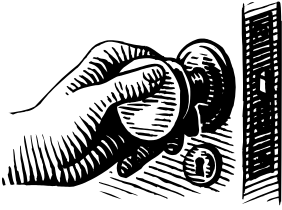


# HARVARD

CAMPUS SERVICES



## HARVARD UNIVERSITY HOUSING



### One-time Emergency Apartment Access Authorization

Ordinarily, apartment access is granted only to tenants whose names appear on the lease or to a family member listed on the Harvard University Housing (HUH) Application and/or Authorized Occupant Form.

If you need to authorize HUH Property Management to allow someone one-time emergency access to your apartment, 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. **If possible, please sign and return this original form and ID photocopies in advance** by mail or scan and email it directly to your Property Management Office. If you cannot return this form in advance, the person you designate must bring this completed form along with photo identification to the Property Management Office for your building.

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-information> and select your property from the drop-down menu.

Please note that all lease documents must be signed by you and accepted by the Harvard University Housing Leasing Office before any access is granted. HUH reserves the right to deny your request if the legitimacy of this form cannot be verified.

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This completed form will authorize HUH Property Management to grant a designated person one-time emergency access to 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 HUH to grant

\_\_\_\_\_ (Print name of person)

ONE-TIME Emergency Access to my apartment on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

(Print month/day/year. If this date changes, you must contact us as soon as possible.)

I understand that HUH staff will not accompany the authorized entrant within my apartment or supervise him/her in any way.

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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 applicable to the section(s) I have checked above.**

Signed:

\_\_\_\_\_ (Signature of tenant listed on the lease)

\_\_\_\_\_ (Print name of tenant listed on the lease)

\_\_\_\_\_ (Date)