



FOLLOW THESE INSTRUCTIONS IN ORDER TO COMPLETE YOUR LEASE/HOUSING CONTRACT DOCUMENTS AND SECURE YOUR APARTMENT/RESIDENCE HALL UNIT

Thank you for choosing Harvard University Housing (HUH)! We hope you will enjoy staying with us!

A comprehensive package of lease/housing contract documents and relevant information applicable to your HUH apartment lease or Residence Hall housing contract (license) follows these instructions. We encourage you to carefully review all the documents before you sign them.

All required signed documents and initial prepayment(s) must be submitted no later than <<DueBack>>. Meeting this deadline date is mandatory to secure your apartment or room. Once we receive all required signed/initialed/dated documents and prepayment(s), we will countersign the documents and notify you that your executed documents are available online to view/download. Your property management office can then issue keys/key fobs/swipe access cards to you on or after the date your lease/contract term begins.

Please notify the Leasing Office (leasing@harvard.edu or call 617-495-1459) immediately if a problem arises or if you have changed your mind about living in your selected apartment or room. If we do not receive the signed documents and payment(s) by the deadline specified above, your housing offer will be void, and your selected apartment/room will be made available for selection by another applicant. **If applicable, your position in your View/Select window will not be restored.**

Submit your required prepayment

- An initial rent/housing payment, as specified on the first page of the lease/contract is required. You may submit your payment online by logging into your HU Housing Portal account. HUH accepts payment in U.S. currency only. Payment by credit card is advised to avoid delays. However, payments also may be made by wire transfer, personal check, bank check, or money order, payable to Harvard University Housing. Please refer to the “Rent/Housing Payment Instructions” document, pages 2 and 3 Appendix, for details on credit card and wire transfer payments.
- If making your payment by check, mail it to Harvard University Housing, Leasing Department, 1350 Massachusetts Avenue, Room 827, Cambridge, MA 02138. We suggest that you use an overnight mail service (e.g., USPS Express Mail, UPS, FEDEX, DHL, or similar service) to ensure that your payment arrives on time.
- If you are signing a Joint and Several lease with a co-applicant roommate(s), each co-applicant should individually submit her/his portion of the initial prepayment so that the splitting of the rent/housing charge and application of the prepayments are applied equally to each roommate’s account.

Electronically sign and submit the following documents. (Note: Some documents must be requested from the Leasing Office)

Lease/Contract

- Each tenant/licensee, as named on the front page of the apartment lease or housing contract, must electronically initial and sign their name(s) as printed on the lease/contract document. Initial, sign and date the lease/contract in the indicated locations. If any other documents are included that require completion, they must be initialed, signed, and dated, where indicated. Your electronic signature is equivalent to your physical signature and is legally binding. If applicable, your family members (HUH-approved authorized occupants) **must not** sign the lease or riders/addendums.

Tenant Certification Form

- Not applicable to Residence Hall contracts, and only included for apartment buildings constructed prior to 1978. If included, review and sign where indicated.

Payment Authorization Rider

- Required for each tenant/licensee. Explains how each tenant/licensee makes their monthly rent payments.

Riders/Addendums

- Several riders/addendums are included, which may describe construction projects, special lease/license circumstances or restrictions, and notices that require acknowledgement. **If you have selected a pet-friendly apartment and plan on having a pet in the apartment, you must contact leasing@harvard.edu or 617-495-1459 to request the Pet Authorization rider.** If you are bringing a pet dog or cat, as part of the form, you will be required to upload your pet’s photo and up-to-date veterinary record including rabies vaccination information.

Authorized Occupant Form

- Please contact leasing@harvard.edu or 617-495-1459 to request this form only if you are adding a spouse, domestic partner,

children, parent(s), or sibling(s) who be occupying the apartment with you, **but who was not already listed on your housing application**. Approval is required from HUH to add an Authorized Occupant to your apartment after your application has been submitted.

Items for your information and files

The following documents are included with all leases/contracts and do **not** require your signature or return. However, these documents are very important, so please review them and keep them for your records.

- Rent/Housing Payment Instructions
- Policies and Procedures for Harvard University Housing Tenants or Residence Hall Policies and Procedures for Cronkhite Graduate Center.
- Key Pick Up Instructions
- Apartment or room floor plan
- Apartment lead reports and certificates (if applicable)
- Information for New Residents

Subletting after execution of your lease/housing contract

If you are interested in subletting your apartment/room, please visit <https://www.huhousing.harvard.edu/resident-information/sublets> to find out more information regarding subletting your HUH apartment/unit and the link to submit your sublet application.

If you choose not to accept the lease/contract

If you change your mind about signing this lease/contract, please notify our office of your decision immediately so that we can make the apartment/unit available to another applicant. For statistical purposes, we would appreciate your telling us the reason for your decision. If you still wish to search for an HUH apartment/room, you will need to submit a new housing application at <http://huhousing.harvard.edu>. Upon approval, you will be limited to viewing apartments on our Self Service/Currently Available list. Your access to your View and Select Window, if applicable, will not be restored.



RENT/HOUSING PAYMENT INSTRUCTIONS

Harvard University Housing – Accounts Receivable
Harvard Campus Service Center, 1350 Massachusetts Avenue, Room 807, Cambridge, Massachusetts 02138
Email: CS_AR@harvard.edu Phone: 617-495-1612

1. INITIAL RENT/HOUSING PAYMENT – All Affiliation Categories

- The first or initial rent/housing payment must be prepaid by credit card, wire transfer, check, or money order and submitted with your lease/housing contract by the due date. The fastest and most reliable method for making your initial housing prepayment is by credit card using Harvard University Housing’s (HUH) online rent payment credit card link. **Note:** *HU Housing does not accept bank direct deposit payments.*
- If your lease/housing contract begins before the 15th of the month, the amount due is prorated for that month. If it begins on or after the 15th, the amount due includes the prorated first month and the entire next month.
- After the initial payment, subsequent payments are due on or before the first day of each and every calendar month. Refer to section 2, **Subsequent Monthly Payments**, on the following pages for important instructions on making future payments.

Credit Card

a. Online Payment – *The online method is our preferred method; it may be used only for your Initial Payment*

- You may proceed directly to the **Prepayment** screen after electronically signing your lease documents, or you may log off and return to make your payment later. Please be sure to do so by your deadline date.
- Go to <http://huhousing.harvard.edu>, click **Applicant Login** at the top right of your screen, and enter your email address and password. If you have forgotten your password, use the **Forgot Password** link and follow the Reset Password Instructions.
- After you have successfully logged in, click the green **Approved** button to arrive at your Lease Summary page.
- Click **Prepayment** on the left side menu, which will take you to the credit card payment pages; then follow the online instructions.
- If you have a problem logging in or using the website, please contact the Leasing Office at 617-495-1459 or leasing@harvard.edu.
- If you cannot use above payment method, you also can pay by credit card, check, or money order in person, mail a check or money order, or send a wire transfer payment. Refer to the following sections for information.

b. In-person Payment

- Payments can be made in person at the Campus Service Center – Smith Center 8th floor, 1350 Massachusetts Avenue in Harvard Square. The office ordinarily is open Monday through Friday (closed on **University holidays**). Before visiting, be sure to check the center’s website at <https://campusservicecenter.harvard.edu> or call the office at (617) 496-7827 for current hours of operation.

Wire Transfer – Email leasing@harvard.edu if paying by wire transfer.

*If you are not paying by credit card, wire transfers are the preferred method of electronic payment directly into HU Housing’s bank account. The following instructions are for domestic and wire transfer payments only. Other electronic payment options are not as reliable, nor do they provide sufficient detail to credit the payment to your tenant ledger. Follow the instructions specifically to ensure your payment is correctly identified and applied. Do **not** use these instructions to make an E-payment or bank-to-bank transfer.*

NOTE: *Outgoing wire default limits set by your bank may prevent you from wiring your entire intended payment. Check with your bank to see if a modification of your limit is necessary prior to arranging payment. Wires may be subject to fees, though Harvard University Housing does not charge for the receipt. International wires are usually subject to a fee from the intermediary banks. Check with your bank to determine what fees may apply to your wire transfer and be sure to adjust the amount of your transfer accordingly, as fees or differences in currency exchange rates may be deducted from your total payment. If not accounted for in advance, this could result in a shortage in your rent payment, incurring an arrearage.*

a. INTERNATIONAL Wire Payment (OUTSIDE USA payments only)

| | |
|-------------|-----------------|
| Bank Name: | Bank of America |
| Bank ABA#: | 026-009-593 |
| Swift Code: | BOFAUS3N |

IBAN #: No number
Bank Address: 100 Federal Street, Boston, MA 02110, USA
Bank Account name: President and Fellows of Harvard College
Bank Account Number: 0046-3604-8500
In Free Form Memo Field:
Local Unit Contact: Harvard University Housing Accounts Receivable
Local Unit Extension: 617-495-1612
Income Identifier: Rent or housing contract payment for...
Description of Payment: Include your name and HU Housing address

b. DOMESTIC Wire Payment (INSIDE USA payments only)

Bank Name: Bank of America
Bank ABA#: 026-009-593
Bank Address: 100 Federal Street, Boston, MA 02110, USA
Bank Account name: President and Fellows of Harvard College
Bank Account Number: 0046-3604-8500
In Free Form Memo Field:
Local Unit Contact: Harvard University Housing Accounts Receivable
Local Unit Extension: 617-495- 1612
Income Identifier: Rent or housing contract payment for...
Description of Payment: Include your name and HU Housing address

Check or Money Order

If you make your payment by check or money order, be sure to reference your full name as it appears on your lease/housing contract and your Harvard University Housing (HUH) address to ensure proper credit to your account.

a. In Person Payment

Payments can be made at the Campus Service Center – Smith Center 8th floor, 1350 Massachusetts Avenue in Harvard Square. The office ordinarily is open Monday through Friday (closed on **University holidays**). Before visiting, be sure to check the center’s website at <https://campusservicecenter.harvard.edu> or call the office at (617) 496-7827 for current hours of operation.

b. Mail Payment

Check payments can be mailed to Harvard University Housing, Campus Service Finance and Administration, 8 Story Street, Suite 200, Cambridge, MA 02138.

2. SUBSEQUENT MONTHLY PAYMENTS – Payment Methods Depend on Affiliation and Timing

Graduate Students

- Prior to having an active student account and until student billing commences, continue to make rent/housing payments directly to HUH by credit card (through the [Resident Portal](#) or in person only at the Smith Campus Center), check, money order, or wire transfer. Refer to the APPENDIX on the next page for details. You will receive email notification from University Student Financial Services when your account is active.
- When your student account is active, rent charges and other charges due under the lease/housing contract are transferred monthly to your student account (<https://my.harvard.edu/>). Rent charges are payable by the due date noted on your student account, according to the policies established by Student Receivables. Refer to the University Student Financial Services website (<https://sfs.harvard.edu/student-accounts>) for more information about accepted forms of payment, and be sure to check your student account frequently to ensure your rent/housing charges are paid.
- Typically, by the middle of each month, your next month’s rent/housing charges will appear on your student bill. If you do not find your rent charges on your student bill by middle of each month, please contact CS_AR@harvard.edu.
 - **Please note that you are not allowed to pay your rent directly to HUH while you are billed through university student financial services and your rent charges appear on your student account.**
 - **This policy applies until your student account is no longer active (after your final or graduate bill has been generated or your active student affiliation ends).**

- After generation of your final or graduation bill, your rent/housing payment is due on or before the first day of each and every calendar month and again must be paid directly to Harvard University Housing by credit card (through the [Resident Portal](#) or in person only at the Smith Campus Center), check, money order, or wire transfer. Refer to the APPENDIX on the next page for details.

Harvard Faculty and Staff (Paid by Harvard Biweekly or Monthly)

- Monthly rent and other charges due under the lease for those on the Harvard payroll are charged to and must be paid via payroll deduction. The process to set up payroll deduction can take a few months to go into effect. Once deductions start, they will be applied to the **following** month's rent.
- Rent due prior to the start of deductions, rent due in excess of the deductible amount, or rent due after payroll deduction stops (for example, if your Harvard-paid faculty/employee status changes), must be paid directly to Harvard University Housing by credit card (through the [Resident Portal](#) or in person only at the Smith Campus Center), check, money order, or wire transfer. Refer to the APPENDIX on the next page for details.
- If you have a question about the timing of your payroll deduction start date, please contact our office at CS_AR@harvard.edu.

Other Tenants

- HUH cannot deduct monthly rent and other charges from payroll for the following Harvard employee tenant categories: Harvard temporary employees, Harvard employees paid weekly, non-Harvard-paid visiting faculty, visiting scholars, visiting fellows, non-benefits-eligible postdoctoral fellows, Harvard teaching hospital employees with a valid Harvard I.D. number, and those in similar affiliation categories. These tenants must pay monthly rent and other charges directly to Harvard University Housing by check, money order, wire transfer, or credit card (through the [Resident Portal](#) or in person only at the Smith Campus Center) on or before the first day of each month. Refer to the following APPENDIX for details.

APPENDIX

You may use the following methods to make Subsequent Monthly Payments only if you are in the “Other Tenants (Not Paid by Harvard)” affiliation category, or are a Graduate Student whose Student Receivables account is not active, or are a Harvard-paid Faculty or Staff member whose payroll deduction of rent has not yet started or has ended.

HUH WILL NOT ACCEPT these subsequent payment options when your Student Receivables account or your payroll deduction is active.

Be sure to reference your full name as it appears on your lease/housing contract and your Harvard University Housing (HUH) address to ensure proper credit to your account.

- Credit card payments made through the [Resident Portal](#).
- In-person payment by credit card, check, or money order can be made in person at the Campus Service Center – Smith Center 8th floor, 1350 Massachusetts Avenue in Harvard Square. The office ordinarily is open Monday through Friday (closed on **University holidays**). Before visiting, be sure to check the center's website at <https://campusservicecenter.harvard.edu> or call the office at (617) 496-7827 for current hours of operation.
- Check or money order payments can be mailed to Harvard University Housing, Campus Service Finance and Administration, 8 Story Street, Suite 200, Cambridge, MA 02138.
- Wire transfer payments can be made to our Bank of America account using the Wire Transfer payment instructions on the preceding two pages.



INFORMATION FOR NEW RESIDENTS

After HUH has countersigned (executed) your lease/housing contract, be sure to become familiar with the RESIDENTS area of our housing website as well as more property-specific details and useful links found by logging in to the secure RESIDENT PORTAL on the Harvard University Housing website.

These areas are designed to provide you with helpful information in advance of your move to Harvard and to aid in your getting settled quickly into your new home. They will also serve as a useful resource after you arrive and throughout your stay in Harvard University Housing (HUH).

To get started, go to <http://huhousing.harvard.edu> to learn more about the following topics.

RESIDENTS

- **Important Information for Residents** – Learn about how lockouts and emergency access are handled; read key pickup instructions; link quickly to policies and procedures; find information about subletting, adding a roommate, and what you should know if you are a resident requiring assistance in an emergency.
- **Graduate Commons Program** – Announcements about events for affiliates and their family members that will enhance your HUH living experience and connect you with other residents at your property.
- **Sustainability** – Educational information promoting sustainable living.
- **Leasing and Property Management** – About the leasing and management staff for your property and how to reach them.
- **Welcome and Arrival Information** – This area is rich in information, both general and specific to your property (*click the “Search” link at the top right of our huhousing.harvard.edu home page and type in the name of your property. Click on your property name to navigate to your property-specific page*). Here you will find details about heating and air conditioning; handling of mail and packages; locations of laundry facilities, storage, recycling and trash areas, area parking and transportation, and area grocery shopping; arranging telephone, TV, and internet services; registering your child for school; and how to submit work orders for maintenance and emergency repairs.

RESIDENT PORTAL

- Enter your email address and password and click the “Sign In” button. Provide the email address you used to apply for Harvard University Housing, unless you have updated it in your profile.
- If you cannot remember your password, please use the “Forgot Password” link and follow the “Reset Password Instructions.”

After you log in, we recommend you become familiar with the following active areas by clicking the tabs in the upper left of the screen or the icons in the upper right.

- **My Profile** – Your personal profile and contact information along with an area to edit the information or change your password. Please be sure to keep your email address current as that is the primary method HUH uses to contact you about your tenancy or building updates.
- **File Attachments** – You may view and download a copy of your lease/housing contract and related documents.
- **Payments** – Your rent payment account information.
- **Maintenance Request** – The area where you can submit online non-emergency maintenance requests for your apartment/unit.