RENEWAL SEASON INSTRUCTIONS

Every Lessee/Licensee on an Affiliated/Harvard University Housing (HUH) Lease or Cronkhite Graduate Center Housing Contract must complete and submit a Renewal/Termination Decision during the annual spring lease/contract Renewal Season period. You are required to submit a decision even if you plan to vacate your unit on your June 30, 2021 lease/contract expiration date (unless it contains a Rider with a different lease/contract end date).

This year’s Renewal process and HUH policies on lease/housing contract extension and termination follow:

- You will be sent an email informing you that Renewal Season has begun, instructing you to sign into the Resident Portal to make your decision.
- Upon logging into the Resident Portal, you should receive a pop-up message indicating your Renewal Proposal is active. If there is no pop-up, the Renewal Proposal can be accessed by clicking the Lease tab (Lease Info) at the top of the Resident Portal. If you do not see the Renewal Proposal in the Lease Info tab, please contact your Leasing Coordinator.
- The Renewal Proposal will contain four options:
  - Renew Your Lease: Request to extend your lease through June 30, 2022
  - Short Term Lease Renewal: Request to vacate your unit between July 1, 2021 and July 31, 2021.
  - Request Early Move Out: Vacate your unit before your current lease end date.
  - Decline All Options: Vacate your unit on your lease end date of June 30, 2021.

- The 2021-2022 continuing resident rent/housing rate for your unit appears on both the Renew Your Lease and Short Term Lease Renewal options. Please keep in mind that the total rent/housing rate listed for the unit will be offset by a temporary pandemic relief adjustment in the amount of $150 per month per unit, through June 30, 2022, for lessees/licensees approved to renew their lease/housing contract beyond June 30, 2021. For roommate co-lessees, the per unit rent rate and pandemic relief adjustment will be divided evenly among co-lessees.
- The Associated Documents button on both the Renew Your Lease and Short Term Lease Renewal options contains important lease/contract changes, construction and project riders, and updated policies that may affect your decision.
- All Co-Lessees must sign in to the Resident Portal to make their own individual decision.
- Once all Co-Lessees in the unit have made their decision, the HUH Leasing Office will review and process your request.
  - If you indicated you are vacating your unit/requesting termination of your lease/contract, HUH either will follow up with you regarding any questions/concerns or will execute your decision and send you an email confirming your selected vacate date. If the unit will become completely vacant (no roommate co-lessees remaining, if applicable) HUH then will schedule turnover painting/cleaning in preparation for re-leasing/re-contracting your unit.
  - If you requested the short term renewal of your lease/contract through a date between July 1 and July 31, HUH will either follow up with you regarding any questions/concerns or will send you an email notifying you that a new lease has been sent. The new lease will contain all updated lease terms and riders. You must then sign the short term renewal lease, at which point HUH will countersign the lease and send you an email notification of the countersigning.
  - If you requested the full extension renewal of your lease/contract through June 30, 2022, HUH will verify your affiliation and eligibility to renew. Then, we either will follow up with you regarding any questions/concerns or will send you an email notifying you that a new lease has been sent. The new lease will contain all updated lease terms and riders. You must then sign the renewal lease, at which point HUH will countersign the lease and send you an email notification of the countersigning.
  - You must contact leasing@harvard.edu immediately if you believe a discrepancy exists between the option you selected and the information contained in our email confirmation.

GENERAL INFORMATION

- Your Renewal/Termination Request must be submitted by 4:00 p.m. on March 31, 2021. If you do not complete and submit by the due date:
  - Harvard University Housing (HUH) may not consider your request for a lease/contract extension,
  - Your lease/contract will terminate on June 30, 2021, and
  - Your unit may be made available for re-rental/re-contract by another affiliate.

- You are not permitted to sublet your unit if you terminate your lease/contract (you do not request an extension of your lease/contract for another year). However, if you transfer to a new HUH unit, you can sublet your new unit after your lease/contract starts and before you move in.

- If you live in a building that utilizes key fobs, please be aware that the key fobs are programmed to expire at the end of your current lease/contract period and you may not access your unit beyond that date. However, if you requested and receive approval to renew your lease/contract for another year or for a short term renewal to vacate on a date after June 30, your key fob will be reprogrammed automatically to enable access through your approved renewal or vacate date.

- Information on Harvard University Housing rent policy and 2021-2022 rates can be found in this January 22, 2021 Harvard Gazette article: https://news.harvard.edu/gazette/story/2021/01/harvard-housing-establishes-new-rents-for-2021-22/.

- Please ensure your extension request or your termination notice and vacate date are accurate before you submit your decision to avoid having to pay a $300 termination/extension change processing fee. The Renewal Proposal will lock in the Resident Portal once all Lessees in the unit have made their decision or by 4:00 p.m. on March 31, 2021, whichever is earlier.

WHAT IF I HAVE QUESTIONS, ARE THINKING OF TRANSFERRING OR SUBLETTING, OR NEED MORE TIME TO SUBMIT MY DECISION?

DO NOT submit your decision until you have contacted the Leasing Office, if you…

- Have ANY questions or extenuating circumstances that may require an extension beyond the March 31 due date,
• Are considering a transfer to another HU Housing unit
• Are considering subletting your unit.
• Are not sure of your move-out date, or
• Are unsure of how proceed for any reason.

You MUST call us at 617-495-1459 or email us at leasing@harvard.edu BEFORE March 31 to discuss your specific situation and avoid misinterpretation of restrictions. This is particularly important if you wish to transfer and are planning to sublet your unit.

Failure to contact the Leasing Office in a timely manner may result in your being required to pay a $300 processing fee to change an incorrect renewal decision submission after June 30, if the option to change is still available.

WHAT IF I NEED TO CHANGE MY ONLINE SUBMISSION?
If you need to change the lease/contract extension request or vacate date notice you submitted after the Renewal Proposal has locked, you must contact the Leasing Office immediately at 617-495-1459 or leasing@harvard.edu without delay. This is particularly important if you plan to enter or already have entered into a sublet agreement for your unit and want to change your submitted full-year extension election or your submitted vacate date notice to either a different vacate date or a transfer to another HUH apartment. If you make your request after July 1, 2021 and your request is approved, the fee to file the Termination/Extension Change Form (TEC) is $300.

• Any subsequent change to a decision that already has been submitted and executed will require prior approval by the HUH Leasing Office staff.
• A minimum notice of 10 days prior to your originally requested move-out date is required if you wish to change your termination/vacate date.
• Change requests made with less than 10 days’ notice must also be approved by HUH property management.
• Your request for a change to a vacate/termination date may be permitted only if your unit has not been re-leased/re-contracted or “selected” by a housing applicant.
• If approved, you must submit a Lease or Contract Termination/Extension Change (TEC) form. Payment of a $300.00 TEC processing fee is required with your form, if you submitted your request on or after July 1, 2021. Your fee is payable to Harvard University Housing by check, money order, or credit card (accepted in person only at the Harvard Campus Service Center).

IMPORTANT INFORMATION FOR CO-LESSEES (not applicable to Cronkhite Graduate Center or 4-6 Mount Auburn Street)

• If you are on a lease with a o-Lessee:
  ○ ALL co-lessees must submit an individual decision to us before we can process requests for your apartment group.
  ○ If you and/or your co-lessee are interested in transferring to another HUH unit, we urge you to contact Leasing at 617-495-1459 or email leasing@harvard.edu to discuss your circumstances prior to submitting your decisions. Also refer to the section, “Transferring to another Harvard University Housing Unit” in the Tenant Policies and Procedures booklet for the 2021-2022 Leasing Season for additional information. Failure to fully understand the transfer policy may result in your incurring fees or charges that may have been avoidable.

• If one co-lessee vacates on or before the expiration date specified in your current lease (June 30, 2021) and the other co-lessee(s) selects a later vacate date, up to June 30, 2021, the remaining co-lessee(s) will not be held responsible for paying the vacated co-lessee’s(s’) portion of the rent through June 30, 2021.

• If any remaining co-lessee(s) extends the lease for another year, the remaining co-lessee(s) are held solely responsible for paying the full rental amount starting on the day after the current lease expires (starting July 1, 2021). Rent rates for the new lease year will then be in effect. Refer to roommate/co-lessee lease termination policies.

• Remaining co-lessees who have extended the lease for another year are responsible for finding a replacement roommate and will be responsible for paying the full rent until the new lessee(s) is added. Refer to ADDING A HARVARD-AFFILIATED ROOMMATE (Co lessee) TO YOUR LEASE (ROOMMATE ADDITION) in the Housing Policies and Procedures booklet for the 2021-2022 Leasing Season.

• If you or all members of your co-lessee group do not complete and submit individual decisions by the due date:
  ○ Harvard University Housing (HUH, “the Landlord”) may not consider your request to extend your lease for another year.
  ○ Your lease will terminate on June 30, 2021 (unless it contains a rider with a different lease end date).
  ○ Your apartment may be made available for re-rental to another affiliate.
  ○ The application of correct charges or credits to your rent accounts may be delayed. This may adversely impact students’ rent billing, particularly final bills for graduating students.
  ○ All co-lessees are responsible for paying rent through the expiration date specified in your current lease (June 30, 2021), unless the apartment is rented to a new lessee prior to that date. If the apartment will become vacant, scheduling of painting/cleaning and marketing of the apartment for re-rental is based on the date the LAST roommate leaves.

• ALL vacating roommate(s) must return their complete set of keys/key fobs/swipe access cards (if applicable) to the Property Management Office on their vacate date. Check for Moving Out information at http://huhousing.harvard.edu for further details.

SPECIAL OPTION FOR GRADUATE STUDENTS RENEWING FOR THE FALL SEMESTER 2021 ONLY)

• Your School must certify that your graduation date was delayed due to the pandemic and you need one semester to complete your degree.
• If you live without co-lessees and are graduating in December 2021, you may end your lease and rent liability on or before December 31, 2021 with no fee or penalty.
• Be aware: If you do live with co-lessees and they do not wish to terminate the lease by December 31, 2021, you will continue to be responsible for rent until the end of the lease term, June 30, 2022, unless they release you from obligation earlier (see information regarding co-lessees above).
REQUEST OPTIONS ON YOUR ONLINE RENEWAL PROPOSAL

Harvard University Housing leases/contracts typically terminate on June 30 each year, unless they contain a rider with a different lease/contract end date.

Renew Your Lease (Extend Your Lease/Contract for Another Year)

- You may request a lease/contract extension through June 30, 2022 if:
  - You fulfill all Harvard University Housing eligibility requirements.
  - Special conditions do not preclude extension of the lease/contract.
  - Your rent/housing payments and student account (if applicable) are up-to-date.
  - You are not in violation of any terms of your lease/contract and you abide by all HUH riders and policies.
  - Your unit is in clean, healthful, and undamaged condition.

- HUH is under no legal obligation to extend your lease/contract. Your request is subject to verification that you are a resident in good standing, as noted above, and approval by our office. HUH reserves the right to refuse to extend the lease/contract or enter into a new lease/contract with any resident with a history of late payments or instances of insufficient funds or other defaults under her/his lease/contract. Any changes in the monthly rent/housing payment rate or the lease/contract terms will be effective on July 1.

- If there have been or will be any changes in the family members/authorized occupants living with you during the term of your lease (additions or removals), please contact the Leasing Office at leasing@harvard.edu so we may update our records and ensure we have your current household accurately accounted for (not applicable to Cronkhite Graduate Center or 4-6 Mount Auburn Street units, which are single occupancy only).

Short Term Lease Renewal (Vacate Your Unit on a Date Between July 1 and 31)

- You may request a vacate date between July 1 and 31, unless your lease/contract is designated as non-extendible. Important: Election of this option does NOT mean HUH is extending your deadline so you can submit a different vacate date or a request for full-year lease/contract extension at a later date. If you select this option, HUH will proceed with marketing your apartment based on the July vacate date you have submitted (unless your building is closing for renovation).
  - Your rent/housing payments and student account (if applicable) must be up to date.
  - Rent/housing payment for the additional days must be paid in advance and ordinarily is nonrefundable (refer to Changes to your Lease Extension Request or Apartment Vacate Notice or Changes to your New Contract Request or Unit Vacate Notice in the 2021-2022 policies and procedures booklet for your building). Please note that rent rates for the new lease/contract year will be in effect. If you pay your rent/housing payment through the University Student Financial Services electronic billing system (https://sfs.harvard.edu/), the charge for May, June, and July will appear on your April “degree” bill on my.harvard.
  - If you need additional time—up to April 15—to submit your decision, you MUST contact leasing@harvard.edu no later than March 31.
  - Decisions submitted after April 16, 2021 will miss our “degree” bill deadline. In such cases, payment in full for the applicable number of days of July rent must accompany your form, made by check, money order, or credit card (accepted in person only at the Harvard Campus Service Center).
  - You are not charged for the cost of painting and cleaning service unless damages beyond normal wear and use have occurred.
  - You are expected to move out by your selected vacate date, even if the unit is not re-leased/re-contracted.
  - In the case of co-lessees (not applicable at Cronkhite Graduate Center or 4-6 Mount Auburn Street), if one leaves prior to or on June 30 and the second chooses a vacate date between July 1 and July 30, the remaining co-lessee(s) is not responsible for the vacating co-lessee(s) rent through June 30. Theretofore, the entire rent for the applicable number of days is charged to the remaining co-lessee(s).

- Your request is subject to verification that you are a resident in good standing, as noted above, and approval by our office. HUH reserves the right to refuse to grant the request for a post-June 30 vacate date submitted by any resident with a history of late payments or instances of insufficient funds or other defaults under her/his lease/contract. If approved, the post-June 30 vacate date request will constitute an amendment of your existing lease/contract. Any changes in the monthly rent/housing payment rate or the lease/contract term will be effective on July 1.

- If you live in a building that utilizes key fobs, please be aware that the key fobs are programmed to expire at the end of your current lease/contract period and you may not be able to access your unit beyond that date. However, if you requested and receive approval to renew your lease/contract for another year or for a short term renewal to vacate on a date after June 30, your key fob will be reprogrammed automatically to enable access through your approval renewal or vacate date.

Request Early Move Out (Vacate Your Unit Before Your Current Lease/Contract Expiration Date – Early Surrender)

Current Harvard University Housing leases/contracts are fixed term through June 30, 2021, unless otherwise indicated by a rider. If you choose to vacate your unit prior to this date, enter the date you intend to vacate and submit your form. Please be aware that:

- Your responsibility for paying your rent/housing and meal plan payments will end on your termination/move-out date.
- HU Housing will schedule turnover painting/cleaning and early marketing of your unit for re-lease/re-contract, unless there is a University need. Scheduling is dependent upon unit turnover volume, staff and vendor availability, and takes into account HUH’s normal business hours and the Harvard University Holiday Calendar (available at https://hr.harvard.edu).
- The unit’s listed availability date will be based on the date it would be ready for occupancy by a new resident after painting/cleaning is completed.
- Early re-lease/re-contract is dependent upon your moving out on time—on or before your indicated vacate date (also see “Late move-out charges” below). Turnover painting/cleaning cannot take place as scheduled if you do not move out on time and/or you do not remove all your personal property from the unit.
- If your unit will be completely vacated prior to June 1, 2021, it will be marketed on our Currently Available list, unless there is a University need. Units that will be completely vacated on or after June 1, 2021 will be made available through the View and Select Window process (unless there is a University need). The View and Select Window process is active May through early June. If the unit remains unrented when the View and Select Windows close, it then will be then moved to Currently Available (http://huhousing.harvard.edu/apply).
• Note: During the View and Select Window period, Cronkhite units are open to full-time Harvard GSAS, GSD, GSE, HDS, and HKS graduate degree candidates; after the View and Select Window period, they are open to full-time degree candidates at all Harvard graduate schools (except Harvard Extension School).

Decline All Options (Vacate Your Unit on Your Current Lease/Contract Expiration Date of June 30, 2021 - Timely Surrender)

If you do not wish to make any change and plan to vacate your unit on your current lease/contract expiration date of June 30, 2021, choose Decline All Options.

ESSENTIAL INFORMATION FOR RESIDENTS SUBMITTING A VACATE NOTICE

Contact Information: Should you choose to vacate your unit prior to your current lease/contract expiration date (typically June 30), we may need to contact you regarding re-leasing/re-contracting of your unit. If you will have a different telephone number or email address than the one used in your housing application or registration with HU Housing, please submit your new information online. To do so, go to at www.huhousing.harvard.edu, click “Resident Portal” at the top of the page, then enter your registration email and password to log in. Next, click the profile icon at the top right of the page to proceed to your “My Profile” page and click “Edit Profile” to update and save your new information.

Maintenance Requests: Once you submit your termination request, you will no longer be able to submit apartment maintenance work orders online. If you require maintenance, please contact your Property Management Office by telephone or in person. Search for property management offices at http://huhousing.harvard.edu.

Subletting: Sublets are considered only if you have requested and received approval to extend your lease/contract for the next academic year. You cannot end your lease/contract on a sublet. Sublets are not allowed if you elect to vacate on any date during your lease/contract term, including the expiration date specified in your current lease/contract, or on a date on or after July 1. For example, during the Renewal Season period, if you elect to terminate your lease/contract instead of extending it for the next academic year, you are not allowed to sublet all or part of your unit, even if you will be away from your unit temporarily and will return before your elected vacate date. However, if you are transferring to another HUH unit, you do have the option to sublet your new/transfer unit on or after the lease/contract start date prior to your moving into it.

If your lease/contract is extended for another year and you wish to sublet your unit during the summer break, you must follow all HUH subletting policies to advertise your sublet and to submit a sublet application form for approval.

Visit http://huhousing.harvard.edu for subletting information.

Mail Forwarding: HUH management is not responsible for collecting or forwarding any mail or packages that may arrive after you vacate.

• HUH Apartment Residents: Be sure to file a U.S. Postal Service change of address notice (https://moversguide.usps.com) and notify all shippers of your new address well in advance of your move. Address changes may take two weeks or more to go into effect.

• Cronkhite Graduate Center residents: Be sure to set up a mail forwarding account with Harvard University Mail Services (HUMS) well in advance of your move. To do so, go to http://www.hums.harvard.edu/mail-delivery-services and click “Student Mail Forwarding.” You will need your HUID and password. Once this is completed HUMS can send all your first-class mail and USPS packages to your new address. Unfortunately, they cannot forward UPS, FedEx or magazine subscriptions so be sure to also notify all shippers of your new address. Address changes may take two weeks or more to go into effect.

Cleaning: If you rented an unfurnished unit, you must leave it clean and empty when you move out. If you rented a unit furnished by HU Housing, you must leave the provided furniture, but remove all your personal items and leave the apartment clean.

Move-out deadline: You must vacate your unit by midnight of your selected vacate date, whether or not the unit has been re-leased/re-contracted. Failure to completely move out by your selected vacate date may result in additional charges and commencement of eviction/contract termination proceedings.

Key drop-off: If you do not return all keys/key fobs/swipe access cards issued, you may be charged a replacement fee of $25.00 per key fob/swipe access card or a door lock core replacement fee of $200.00 if your building utilizes standard keys.

• HUH Apartment Residents: Leave all swipe access cards, key fobs, and keys—except the apartment key—on the kitchen counter. Use the apartment key to lock your apartment door (if applicable) and then slip that key under the door. Telephone or email your Property Management Office right away to inform them that you have done this. Check for updates to Moving Out information at http://huhousing.harvard.edu.

Late move-out charges: If you fail to vacate the premises by midnight of your selected vacate date, or if you leave any personal property in the unit, you will be charged (1) rent/housing payment for each additional day or part thereof, if you selected a pre-June 30 vacate date, or (2) daily use and occupancy in the amount equal to $150.00 for each additional day or part thereof, plus the cost of all other expenses incurred by HU Housing due to your late move-out, which may include hotel, storage, and moving costs for an incoming resident. Failure to vacate on time may result in commencement of eviction/contract termination proceedings.

Re-occupancy restrictions: When HUH Housing receives your vacate notice, we commence scheduling of turnover painting/cleaning and early marketing of your unit for re-rental on applicable HUH Housing listing sites. Upon your vacate date, the unit’s locks will be changed; any remaining furniture, clothing and/or personal effects will be removed and recycled or disposed of; and HUH Housing will incur certain costs associated with cleaning and preparation of the unit for re-leasing/re-contracting. Even if your unit is not re-leased/re-contracted, you will not be permitted to re-occupy the unit without prior notice to HUH Housing. If you elect to re-occupy the unit for any period prior to its re-leasing/re-contracting, (a) you must submit a Termination/Extension Change form, (b) you will be required to pay a $300.00 processing fee, and (c) your unit will be removed from HUH Housing listings.

• HUH apartment storage space cancellation/extension: Storage space assigned to you will be canceled or extended with your lease. If canceling, all belongings must be removed by your cancellation date. We assume no responsibility for any items left behind. Refer to STORAGE in the Tenant Policy manual.

• Parking: Parking agreements made with Harvard Parking Services must be canceled or renewed with that office at 617-496-7827 or http://www.transportation.harvard.edu/parking.

MOVING OUT AND UNWANTED ITEMS
Vacating residents are not permitted to leave furniture or other personal belongings behind in their unit or building storage area (if available) for incoming residents. If vacating and incoming residents wish to sell and purchase items, arrangements must be made to store those items elsewhere. Possible options include leaving items with a friend or neighbor who is willing to store them, or utilizing an area vendor that offers pick-up, storage, and drop-off service (search the Web for area vendors).

Be sure to make your moving arrangements well in advance to avoid delay and ensure unwanted items are handled in a sustainable manner. HUH participates in the Fill-the-Truck program in partnership with the Sustainability program to provide a means for residents to sustainably dispose of items they do not need or want to take with them upon moveout. Information about recycling areas/drop points will be communicated to lessees via email prior to the lease expiration move-out season.

**Harvard University Preferred Residential Moving Vendor Partners**

The Harvard Strategic Procurement website lists Harvard University preferred residential moving vendor partners. When contacting a preferred vendor, be sure to mention you are a Harvard University Housing resident. Visit [http://internal.procurement.harvard.edu/moving-relocation](http://internal.procurement.harvard.edu/moving-relocation) for more information and pricing. (Note: HarvardKey login is required.)

For other moving companies or for local storage companies, you may wish to search online. Be sure to properly research and check references for any moving or storage company you consider using.

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