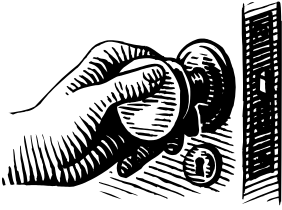


HARVARD
CAMPUS SERVICES



HARVARD UNIVERSITY HOUSING



One-time Emergency Unit Access Authorization

Ordinarily, unit access is granted only to residents (licensees) whose names appear on the housing contract (license).

If you need to authorize HUH Property Management to allow someone one-time emergency access to your unit, 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 Cronkhite Center from the drop-down menu.

Please note that all contract 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.

This completed form will authorize HUH Property Management to grant a designated person one-time emergency access to the designated address on the contract on or after the date the contract begins.

My Cronkhite Graduate Center address/unit number is:

(Print HU Housing unit address as shown on your contract)

I authorize HUH to grant

(Print name of person)

ONE-TIME emergency access to my unit 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 unit or supervise him/her in any way.

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 unit.

My signature below indicates my acceptance of and agreement with the terms applicable to the section(s) I have checked above.

Signed:

(Signature of licensee listed on the contract)

(Print name of licensee listed on the contract)

(Date)