



## ROOMMATE ADDITION POLICIES RIDER

The Harvard University Housing (HUH) roommate addition process has been put into place so that an applicant who has rented an apartment can add an eligible roommate(s) after the lease has been processed. The process is also available for affiliates who need to replace a roommate who is vacating.

HUH does not match roommates. Information about the roommate addition process can be found below and at <http://huhousing.harvard.edu/living-huh/important-information-residents/roommates>. You will also find a link to the HUH-approved roommate resource, Off-Campus Partners (<https://www.harvardhousingoffcampus.com>), where you may post or view roommate listings.

### CHOOSE YOUR ROOMMATES CAREFULLY

**It is important to protect yourself by choosing roommates you can trust.** Be sure that all members of your roommate group 1) understand and will follow the policies and rent payment requirements listed in the HU Housing lease, and 2) read and understand the restrictions and “joint and several obligations” information below and in Clause 26 of your HUH lease. Roommates should clearly communicate with each other regarding daily living arrangements and how guests in the unit will be handled. HUH does not mediate roommate disputes. If an issue arises that you cannot easily solve, negotiation options include School deans and the University Ombudsman Office (<http://ombudsman.harvard.edu/>). Harvard’s Employee Assistance Program (<http://hr.harvard.edu/employee-assistance-program>) is an additional resource for staff and faculty.

### JOINT AND SEVERAL OBLIGATIONS

Rent charges are divided evenly among roommate cotenants, but the “joint and several obligations” clause makes every tenant (lease signer) responsible for the entire rent amount due and for the full cost of any damages to the apartment. There is no paying “just your part.” This is the case regardless of the means roommates use to divide the rent and expenses among themselves. If one tenant leaves the group, does not pay his/her share of the rent, or causes damage to the apartment, then each of the other tenants, individually as well as collectively, is responsible to HUH for payment of that co-tenant’s share and the cost of repairs. **If a rent arrearage should occur, all tenants will be notified. If all rent and other charges are not paid, all tenants are subject to legal action, including eviction. This may have, in addition, significant effects on your credit rating. Under the “joint and several obligations” clause, if legal disputes arise or back rent is owed, HUH can pursue all (or any of) the tenants listed on the lease, at its discretion.** If you pay the Landlord for charges due because of your co-tenant’s actions, it is solely up to you to collect from the non-paying co-tenant.

### RESTRICTIONS

- Roommate addition requests must be made between April 1 and November 15 by tenants whose lease will expire the following June. Tenants who have chosen to terminate their lease, or who will lose affiliation through graduation or end of appointment during the existing lease term, may not request to add a roommate.
- Harvard University Housing eligibility and apartment occupancy requirements must be met. Refer to <http://huhousing.harvard.edu/apply/application-process/housing-eligibility> and <http://huhousing.harvard.edu/apply/application-process/maximum-occupancy-guidelines>.
- If the roommate applicant is a current tenant in another Harvard University Housing unit, he or she must obtain approval from HUH to terminate his or her lease/housing contract to qualify for a roommate addition.
- If the roommate applicant is in another roommate situation in Harvard University Housing, he or she must file a Roommate Lease Termination Request form, which all his or her roommates *must* agree to complete and sign. Please note that this circumstance does not qualify as a Transfer. Please refer to **Transferring to another Harvard University Housing Apartment** in the *2019-2020 Tenant and Building Policies and Procedures* booklet.
- The roommate applicant must not hold a current dormitory or residence hall contract. Proof of cancellation may be required. (Cronkhite Graduate Center residents should contact the HUH Leasing Office.).

Should a co-tenant/roommate request permission to have a service animal or an assistance animal live with them in the HUH apartment and the co-tenant’s/roommate’s eligibility for the animal has been verified by appropriate University staff, please be aware that the presence of the animal must also be agreed to by all other co-tenants/roommates listed on the lease. Refer to **Service Animals and Assistance Animals** in the *2019-2020 Tenant and Building Policies and Procedures* booklet for additional information. The roommate addition lease cannot be backdated or retroactive, and the addition process cannot be used to secure rights to occupy an apartment at a later date. The roommate applicant must take occupancy no later than the first day of the month following approval of the roommate addition. Also, if the new roommate is replacing a vacating roommate, the lease addition start date cannot overlap the departing roommate’s vacate date.

- HUH will not perform turnover painting and cleaning of the apartment or room when a roommate is being added to the lease. By signing the lease documents, the roommate agrees to accept the apartment or room in “as is” condition.
- HUH reserves the right to deny the addition of a roommate applicant taking illegal occupancy and, in such cases, the right to terminate the lease and deny access to the apartment.

### THE PROCESS (STEPS TO FOLLOW)

- Once a prospective roommate(s) is found, both the current tenant(s) and the prospective roommate(s) must notify the Leasing Office of their intention to be roommates via email at [leasing@harvard.edu](mailto:leasing@harvard.edu). Additionally, tenants must inform HUH if an existing co-tenant/roommate will be vacating the apartment.
- The prospective roommate(s) must provide their name, telephone number, email address, and Harvard ID number or provide their letter of admission/appointment to confirm their full-time Harvard affiliation through a minimum of March 1, 2020 to the Leasing Office by email at [leasing@harvard.edu](mailto:leasing@harvard.edu) or by fax at 617-496-0404 or 617-495-8972.
- If approved, new leases and associated riders will be prepared and emailed to both the current leaseholder and the proposed new roommate(s).
- Each affiliate MUST sign and return the new set of leases and all associated riders.

### Rent Charges and Credits

- We encourage prospective roommates NOT to exchange rent money in advance. **HUH Accounts Receivable will not reconcile accounts to reflect payments made between roommates privately.**
- After the signed documents are received and executed by the Leasing Office:
  - All the roommates will be notified by email that the roommate addition lease has been executed.
  - The new roommate(s) must register in the HUH online system. To do so:
    - Go to [www.huhousing.harvard.edu](http://www.huhousing.harvard.edu).
    - Click on “Resident Portal” in the upper right of the screen.
    - At the “Welcome to Resident Services” page, do not enter an email or password. Instead, click the small blue “Click here to register” link. This will take you to the user registration page where you can enter your email, as password of your choosing, and your personal and emergency contact information.
  - The current/existing roommate(s) also should log in to the “Resident Portal” at [www.huhousing.harvard.edu](http://www.huhousing.harvard.edu) to update their tenant profile and emergency contact information, if any changes are needed.
  - All the roommates take equal responsibility for the apartment lease and rent.
  - Rent charges will be evenly split between all remaining and new roommates’ student accounts, employee payroll, or rent ledger accounts as of the requested lease start date. Any return of rent payment due to the remaining roommate(s) will also be applied.
  - Please note that split billing may take up to two to three months to go into effect. This may delay the appearance of charges or credits on each tenant’s student account, employee payroll account, or rent ledger account and may affect a student’s September registration.
  - Roommates are advised to review their accounts or paychecks carefully and to contact HUH Accounts Receivable with any billing questions at 617-495-1612 or [CS\\_AR@harvard.edu](mailto:CS_AR@harvard.edu).

### Keys, Key Fobs, and Swipe Access Cards

- **The new roommate(s) must obtain his or her authorized keys/key fobs/swipe access cards from the Property Management Office.** HUH will issue one set of keys/key fobs/swipe cards per tenant/roommate. Additional key sets may not be purchased.
- **If applicable, any vacating roommate(s) must return all keys/key fobs/swipe access cards to the Property Management Office on the vacate date** indicated on the Roommate Lease Termination Form, online Lease Termination Request, or paper Termination/Extension Change form.

**Note:** Swipe access cards and University-issued ID cards for building access are not transferable. Tenants/authorized occupants are responsible for the card and for the consequences of its misuse. Lost or stolen keys/key fobs/swipe access cards and/or lost HUID (if used to swipe for building access) must be reported to your property management office. Refer to **Lost Keys, Key Fobs, Swipe Access Cards and Replacements** in the *2019-2020 Tenant and Building Policies and Procedures* for important information regarding replacement and fees. Also, be sure to report a lost HUID to the Campus Service Center I.D. Office (617-496-7827, [id\\_services@harvard.edu](mailto:id_services@harvard.edu)). Visit <http://www.campuservicecenter.harvard.edu/services/id-cards> for information. A fee may be charged.

## **Community Standards**

All HUH residents, including authorized occupants, as a condition of residency, agree to be bound by University regulations and by all applicable rules, regulations, and codes of conduct of their school and/or unit. All residents are expected to conduct themselves in a manner that will allow all persons working and residing in HUH facilities to go about their jobs, use their residences and all common areas without unreasonable interference, and experience interactions with others that complies with Harvard's University-Wide Statement on Rights and Responsibilities.

If conflicts between residents and/or disturbances to the residential community cannot be resolved, HUH reserves the right, in addition to any other options HUH may have, not to renew or extend the residency of any or all involved parties and to deny such parties' re-application for any future residency within the HUH portfolio. Failure to cooperate with reasonable requests to resolve issues between residents and/or HUH staff may lead to a denial of such privileges.

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