



2020-2021 Harvard University Housing Sublet Kit

Dear Resident:

As safety and security are responsibilities shared by all residents, Harvard University Housing developed the sublet process in part to ensure that everyone living in our housing is an affiliate, family member, or guest. We're here to support you in your effort to sublet and encourage you to get in touch with us if you have any questions.

In summary:

- You will find a prospective eligible subtenant
- You will submit the application and other documents as needed
- You will either be asked for more information to ensure policy adherence or will receive an approval email
- You or your subtenant will pick up keys

Before submitting a sublet request please read all the information in this sublet kit and review the [Harvard University Housing Policies and Procedures](#) regarding subletting. Harvard University Housing also recommends reading the information on <http://huhousing.harvard.edu/sublets> regarding key pick-up, lockouts, policies, etc.

Notes:

- Harvard University Housing requires a sublet period of at least two weeks.
- Harvard University Housing can process your request more quickly if you include all required documents (complete and legible) with your application.

If you have questions, please call 617 495-1459 or send an email to leasing@harvard.edu.

Who is eligible to sublet my apartment?

- A Harvard University affiliate—anyone who has proof of active affiliation as a student or employee of the University during the sublet period. A proposed subtenant who does not have a current Harvard ID must provide their Harvard University acceptance/appointment letter or Harvard department-issued documentation, including assurance that the subtenant will receive an eligible Harvard University student or employee ID, with the Sublet Application.
- Harvard Summer School students, as long as their affiliation is active during the sublet period.
- Authorized Occupants, such as a spouse/domestic partner, parent, child, or sibling of the subtenant or other persons approved by Harvard University Housing, may live with the approved subtenant once registered with HUH by the filing of a Sublet Authorized Occupant Form (included in this kit). Authorized Occupants may only live in the apartment while it is occupied by the approved subtenant(s).

Note: Harvard University Housing recommends confirming your prospective subtenant's eligibility prior to entering into a sublet agreement. The affiliate must have a student or employee role. Having an HUID does not guarantee eligibility--not all researchers, interns, etc., are eligible.

Who is not eligible to sublet my apartment?

- An HUID Person of Interest affiliation such as a special borrower, library, temporary access, vendors, Smithsonian cards, etc.
- Students who have already graduated, as they are considered alumni and are no longer current affiliates.
- Family members who are not eligible Harvard affiliates.

Please send an email to leasing@harvard.edu if you have questions regarding eligibility.

How do I find an eligible subtenant?

- The only place you are allowed to post your listing is on the Off Campus Housing site, <https://www.harvardhousingoffcampus.com/>. Posting it elsewhere is a violation of your lease agreement.
 - The listing fee will be waived if you follow the directions for a Harvard University Housing resident posting a Harvard University Housing sublet.
 - Do not input your credit card information or you will be charged a non-refundable fee of \$25.
 - Listings are not finalized until reviewed and processed by Harvard University Housing; listings are reviewed each business day.
 - If the listing information is incomplete or inaccurate, Harvard University Housing will email you for further information.
- For questions about posting on the **Off Campus Housing** site, please contact the vendor directly (<https://www.harvardhousingoffcampus.com/help>). Let them know that you are a Harvard University Housing resident posting your apartment for a sublet.
- For questions regarding your **sublet application**, email leasing@harvard.edu or call 617-495-1459.

Note: Off Campus Housing is a third-party vendor site, not a Harvard-owned website.

When may I sublet?

- You may sublet during the winter recess (late December—late January).
- You may sublet during the summer recess, if you either have extended your current lease or signed a new HUH lease for the upcoming academic year.
- You may not sublet your apartment during summer recess if you have chosen to terminate your lease.
 - Exceptions to the winter and summer recess periods may apply if you are on an approved leave of absence and have renewed your lease for the upcoming academic year.
- If a resident is transferring from one Harvard University Housing apartment to another, only the new apartment can be sublet.

Completing the sublet application:

- Fill out the Sublet Application in its entirety and be sure that all information is correct and legible.
- Have the form signed by each tenant and subtenant with overlapping dates of occupancy. Nonaffiliate family members do not sign this form.

- Include proof of identity for all subtenant(s) on the application. For example, a photocopy of a passport, government-issued ID, or current Harvard University ID.
- Include proof of Harvard University affiliation for all subtenant(s) on the application. This can be a current Harvard University ID number or documentation from their Harvard University School or department verifying their eligible affiliation (active student or employee role) with Harvard.
- Sublet requests are processed in the order they are received. It may take five to ten business days for Harvard University Housing to process your request.
- Notification of approval will be sent to the tenant(s), the subtenant(s), and the Property Management Office via email.
- Return all required items to Harvard University Housing’s Leasing Office:

Email attachment: leasing@harvard.edu
 Mail or drop off: Harvard University Housing – Leasing Office
 Campus Service Center
 1350 Massachusetts Avenue, Room 807
 Cambridge, MA 02138

Key Pick-up:

Keys may be picked up [during office hours at the appropriate Property Management Office](#). The Property Management Team at that office will be able to answer your key pick-up questions. Note that offices are closed for University [holidays](#) and weather emergencies.

The date and time when you can pick up the keys to your sublet is based on the date and time of the approval email sent to you by Harvard University Housing. Times are based on [Eastern Time](#).

Date and time of HUH approval	Keys available at property office
Between noon on Friday and noon on Monday	After noon on Tuesday
Between noon on Monday and noon on Tuesday	After noon on Wednesday
Between noon on Tuesday and noon on Wednesday	After noon on Thursday
Between noon on Wednesday and noon on Thursday	After noon on Friday
Between noon on Thursday and noon on Friday	After noon on Monday

Graduate Commons Program:

- All residents living in Harvard University Housing, including subtenants, are encouraged to participate in the intellectual, cultural, and social events offered through the Graduate Commons Program (GCP). The GCP team consists of live-in Harvard Faculty, Staff, and Community Advisors, who work to build connections between HUH residents. Most events are free or heavily discounted. Please visit graduatecommons.huhousing.harvard.edu to learn more, view our monthly event calendars, or contact graduatecommons@harvard.edu to be added to our mailing lists.

- For residents living in buildings with a common area, these rooms may be used for group study or informal social gatherings of up to ten people. Reservations are required for private events and can be submitted via contacting gradautecommons@harvard.edu. Please review the Common Room information and policies at <http://www.huhousing.harvard.edu/residents/graduate-commons/common-room-reservations> to learn more about available common rooms.

Additional Details:

- The Sublet Application form does NOT constitute a lease and is only a request for approval to sublet. Harvard University Housing will not assume responsibility for any arrangements made between the tenant(s) and subtenant(s), and Harvard University Housing does not mediate disputes between tenant(s) and subtenant(s).
- Harvard University Housing strongly suggests you make your own agreement with your subtenant(s).
- All sublet terms are subordinate to the terms of the resident's Harvard University Housing Lease. If the terms of your agreement and the Harvard lease are inconsistent, the terms of the Harvard lease govern. If the Harvard lease is terminated for any reason, the sublet is automatically terminated.
- Subtenants may not move into your apartment without prior approval from Harvard University Housing. *To do so otherwise is a violation of your lease agreement and grounds for eviction.*
- Failure to adhere to the policies and procedures is considered a violation of your lease, is grounds for eviction, and will be communicated to the Dean of Students (if applicable) of your School.
- You remain the responsible party during the sublet period and may be liable for charges such as damages, lockouts, and lost keys, key fobs, or swipe access cards incurred by subtenants. Harvard University Housing strongly recommends that you make your own agreement with your subtenant(s) to address all such issues.
- If it is determined that you have allowed the use of your apartment for any unauthorized purpose, HUH reserves the right to change the apartment locks and charge you, the tenant(s), a \$200 lock replacement fee or a \$100 key fob replacement fee.
- Cambridge residents - There is a City of Cambridge ordinance that impacts your ability to sublease your unit for a period of less than 30 days. Rentals of less than 30 days are prohibited unless the unit is registered (which involves an inspection process and payment of a \$500 fee) and you meet specific eligibility standards. Please be aware that new tenants in particular may not be eligible for the City of Cambridge's registration. Details at <https://www.cambridgema.gov/iwantto/registerashorttermrental>.

Additional information can be found at huhousing.harvard.edu/sublets.

Questions? Call the 617-495-1459 or send an email to leasing@harvard.edu.

SUBLET ADDRESS: _____

Primary Tenant(s)*:

1. Name:	HUID:	Phone:	Signature:	Date:
Email:	<input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet		Print Name:	
2. Name:	HUID:	Phone:	Signature:	Date:
Email:	<input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet		Print Name:	
3. Name:	HUID:	Phone:	Signature:	Date:
Email:	<input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet		Print Name:	
4. Name:	HUID:	Phone:	Signature:	Date:
Email:	<input type="checkbox"/> I will be vacating premises for duration of sublet <input type="checkbox"/> I will be occupying premises for duration of sublet		Print Name:	

Subtenant(s):

1. Name:	HUID:	Phone:	Signature:	Date:
Email:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	
2. Name:	HUID:	Phone:	Signature:	Date:
Email:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	
3. Name:	HUID:	Phone:	Signature:	Date:
Email:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	
4. Name:	HUID:	Phone:	Signature:	Date:
Email:	Requested Dates of Occupancy: From: / / To: / /		Print Name:	

**I/we understand that this sublet application must be signed and executed/approved by the Harvard University Housing Leasing Office before keys/key fobs/swipe access cards will be issued to the subtenant(s). All keys/key fobs/swipe access cards issued to the HUH-approved subtenant(s) must be returned to the Property Management Office at the end of the sublet period. If keys/key fobs/swipe access cards are not returned or are lost, the primary tenant(s) may be charged and responsible to pay a \$25 fee for each lost/unreturned key/key fob/swipe access card or a \$200 fee if the door lock core must be replaced.*

 <<For Office Use Only>>

 Approval Signature for Harvard University Housing (Landlord)

 Date

