



## 2019-2020 Cronkhite Graduate Center Sublet Kit

Dear Resident – The safety and security of all our residents is a top priority and is a responsibility shared by all of our residents. Those who live in the building have the right to assume that other occupants are affiliates or guests known to members of our community, as specifically authorized in your housing contract. As such, we take the rules and regulations regarding HUH sublets very seriously.

In order to have a successful sublet experience, please carefully read all the information in this sublet kit and review the Cronkhite Graduate Center Policies and Conditions regarding subletting prior to submitting your application to sublet. If it is determined that you have allowed the use of your unit for any unauthorized purpose, HUH reserves the right to change the unit locks and charge you, the resident, a \$200.00 lock replacement fee or a \$100 key fob replacement fee, as applicable to this property.

There is a new **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>.

Be aware that failure to adhere to the policies and procedures is considered a violation of your housing contract, is grounds for contract termination, and will be communicated to the Dean of Students (if applicable) of your School.

We also want you to be aware that 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 subresidents. We strongly recommend that you make your own agreement with your subresident to address all such issues.

Be sure to include all required items prior to submission (see checklist on last page). The processing of your request will be delayed if your application and supporting documents are not complete. If you have questions, send an email to [leasing@harvard.edu](mailto:leasing@harvard.edu) or call 617-495-1459.

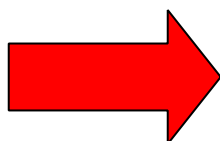
### Sublet Kit Contents

- Instructions and Policies
- Cronkhite Graduate Center Sublet Application
- Key pick up authorization forms
- Submission Checklist

Harvard University Housing  
Leasing Office  
1350 Massachusetts Avenue, Room 827  
Cambridge, MA 02138  
PH: 617-495-1459; FAX: 617-496-0404; Email: [leasing@harvard.edu](mailto:leasing@harvard.edu)  
**Please contact us with any questions**

# Instructions and Policies

1. Find an eligible candidate to sublet your unit as detailed in the information below. *Be aware that posting your listing anywhere other than [harvardhousingoffcampus.com](http://harvardhousingoffcampus.com) is a violation of the policies and conditions.*
2. Fill out all applicable fields in the Cronkhite Graduate Center Sublet Application. You and your subresident must sign and date the application. Only the subresident named on this application may occupy the unit. Cronkhite units are single occupancy only.
3. Submit the signed application, along with proof of identity **AND** proof of Harvard University affiliation for the subresident to Harvard University Housing's Leasing Group.



A subresident may **NOT** move into your unit without prior approval from Harvard University Housing. To do so otherwise is a violation of your Cronkhite Graduate Center Housing Contract.

- **The Cronkhite Graduate Center Sublet Application does NOT constitute a contract and is only a request for approval to sublet. Harvard University Housing (HUH—the Owner) will not assume responsibility for any arrangements or personal sublet agreement made between the primary resident and subresident, and HUH does not mediate disputes between a primary resident and a subresident.**
- We strongly suggest you make your own personal sublet agreement with your subresident.
- All sublet terms are subordinate to the terms of the Cronkhite Graduate Center Housing Contract. If the terms of your personal sublet agreement and the Cronkhite Graduate Center Housing Contract are inconsistent, the terms of the Cronkhite Graduate Center Housing Contract govern. If the Cronkhite
- Graduate Center Housing Contract is terminated for any reason, the sublet is automatically terminated.
- Exceptions to pet or other HUH policies are granted only on the basis of an eligible reasonable accommodation.
- If your subtenant requires a reasonable accommodation, their eligibility must be verified by appropriate University staff. **Please contact the HUH disability housing coordinator at [leasing@harvard.edu](mailto:leasing@harvard.edu) for preliminary information.**
- The primary resident and subresident must exchange contact information with one another so each can be reached in case a problem or an emergency arises.
- Unless the Cronkhite Graduate Center Sublet Application is submitted to and approved by the Harvard University Housing Leasing Office, the Property Management Office will have no record of the subresident's occupancy. Lockout and maintenance requests made by the subresident will not be responded to. The presence of an unauthorized subresident in your unit is a violation of your Cronkhite Graduate Center Housing Contract and may result in the commencement of contract termination proceedings.
- HUH does not inspect or clean your unit after your subresident has vacated.

## **Who is eligible to sublet in Cronkhite?**

- You may sublet to a Harvard University affiliate (anyone who has proof of active affiliation as a student or employee of the University during the sublet period) and is aged 21 years or older at

the commencement of the sublet period. A proposed subresident 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 subresident will receive an eligible Harvard University ID, with the Sublet Application.

- Researchers must provide their Harvard Department letter to ensure eligibility prior to approval. Not all researchers are eligible.
- An HUID Person of Interest affiliation does not meet eligibility (e.g., special borrower, library, temporary access, vendors, and Smithsonian cards).
- Students graduating in May do NOT qualify to sublet during the summer recess, as they are considered alumni and are no longer current affiliates.
- You cannot sublet to a family member unless they meet all eligibility guidelines.
- Cronkhite residents are not permitted to be subresidents in another HUH apartment or unit during the term of their housing contract.
- Subresidents are not allowed to sublet to another subresident.
- Any subresident not approved by the Harvard Housing Office will be deemed an unauthorized occupant, which is cause for termination of your HU Housing Contract. HUH reserves the right to deny an unauthorized occupant access to your unit in the event of a lockout and to deny requests for maintenance.

Please send an email to [leasing@harvard.edu](mailto:leasing@harvard.edu) if you have questions regarding eligibility.

### ***When can I sublet my unit?***

- You can sublet during the winter recess (late December—late January) and the summer recess, as defined by the Harvard University Academic Calendar (<http://www.registrar.fas.harvard.edu/calendar/>).
- At times other than summer and winter recesses you may sublet your apartment **only if** you are leaving for academic reasons and will return to finish your HU Housing Contract term (for example, if you plan to go abroad for study or research and then come back to finish your program at Harvard). This option requires a letter of confirmation from your school.
- You may sublet a maximum of three times during each of these two time periods.
- Your sublet must start on a weekday (Monday through Friday).

**NOTE:** You CANNOT end your HU Housing Contract on a sublet. This means that if you are not extending your housing contract for the next academic year, you cannot sublet your unit. Sublets are not allowed if you elect to vacate on any date during your contract term, including the expiration date specified in your current housing contract, or the expiration date of your short-term contract extension. For example, during the

Termination/Extension period, if you elect to terminate your contract and you are not extending your contract for the next year, you cannot sublet, even if you will be away from your unit temporarily and will return before your elected vacate date.

### ***How do I find a subresident?***

- The **only** place you are allowed to post your listing is on the Off Campus Listing site, [www.harvardhousingoffcampus.com](http://www.harvardhousingoffcampus.com).
- **Your HUH sublet listing will be free of charge on this site IF you carefully follow the directions for an HUH resident posting an HUH sublet.** Your listing will remain pending for further review and processing by HUH. Our system is updated every business day, and your listing will be reviewed as quickly as possible. If the listing information is incomplete or inaccurate, the approval process will be delayed.

- Click [here](#) or go to <http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Listing%20a%20Harvard%20University%20Housing%20sublet.pdf> for detailed information on how to enter your listing
- **Do NOT input your credit card information or you will be charged a non-refundable fee of \$25.00.**
- **Posting your listing on any other site is a violation of your housing contract and grounds for contract termination.**
- For questions about posting on the **Off Campus Housing** site, please contact the vendor directly ([www.harvardhousingoffcampus.com/help](http://www.harvardhousingoffcampus.com/help)). Let them know that you are a Harvard University Housing resident posting your apartment for a sublet.

**NOTE:** The Off Campus Housing site is not a Harvard-owned website; it is run by a third-party vendor.

### ***Processing my sublet request***

- Fill out the application completely and be sure that all is correct and legible.
- Include **proof of identity for the subresident listed on the application.** Acceptable forms of identification include a government-issued ID (such as a passport or driver's license) or a current Harvard University ID.
- Include **proof of Harvard University affiliation for the subresident listed on the application.** This can be a current Harvard University ID **or** documentation from their Harvard University School or department verifying their affiliation with Harvard.
- Return the all required items to the Harvard University Housing Leasing Office:  
 Fax: 617-496-0404  
 Email attachment: **leasing@harvard.edu**  
 Mail or drop off: Harvard University Housing  
 Campus Service Center  
 1350 Massachusetts Avenue, Room 807  
 Cambridge, MA 02138
- Sublet requests are processed in the order they are received. **During the busy summer season it might take five to ten business days;** at other times of the year it is typically within five business days.
- Your application will be delayed if your application is incomplete; you are missing paperwork, signatures, or requested documentation; or any information is illegible.
- Notification of approval will be sent to the primary resident and the subresident via email.

### ***Graduate Commons Program***

- Harvard affiliates living in the Cronkhite Graduate Center are encouraged to participate in the intellectual, cultural, and social events offered through the Graduate Commons Program (GCP) during their sublet period. This unique interdisciplinary program provides a "home away from home" by creating a respectful and vibrant community for our residents, including those living with their families. This includes opportunities to network, collaborate across disciplines, and access Harvard faculty in a small group setting.
- Residents of Graduate Commons properties, including subresidents, are subject not only to all rules and regulations of the Graduate Commons Program but also to the standards of conduct of their respective School. The Graduate Commons Program works with the Schools to promote student well-being.
- The Graduate Commons Program Coordinator at Cronkhite Graduate Center can be reached at 617-495-9257.
- More information about the program can be found at: <http://graduatecommons.huhousing.harvard.edu>.

### ***Meal Plan Info***

- Participation in the Cronkhite meal plan is mandatory for the primary resident, who is charged and held responsible for payment of the meal plan during the entire Cronkhite Graduate Center Housing Contract term. A subresident is not required to participate in the meal plan. However, as part of the personal sublet agreement between the resident and the subresident, the subresident can participate in the meal plan during their time at Cronkhite (if available during the sublet period\*) at whatever charge is mutually agreeable between the two parties.
- If the subresident will be part of the meal plan, the resident needs to check the appropriate box on the Cronkhite Graduate Center Sublet Application. This information will then be shared with Harvard University Dining Services (HUDS), which will activate the subresident's Harvard ID or the access card provided by the Property Management Office.
- Financial arrangements for the meal plan remain due and payable by the primary resident to HUDS throughout the sublet period. HUH and HUDS will not assume responsibility for any financial arrangements or agreements made between the primary resident and the subresident regarding meal plans.
- Please direct any questions about meal plan billing to Campus Service Accounts Receivable at **CS\_AR@harvard.edu** or 617-495-1612.
- Meal plan availability is based on the Harvard University Dining Calendar, <http://www.dining.harvard.edu/campus-dining/cafes/locations/cronkhite>.

### ***Exercise Room***

- Subresidents who wish to use the exercise room must sign the "Acknowledgement of Fitness Room Policies and Assumption of Risks Release" available from the Property Management Office in Room #100. The exercise room may be used by Cronkhite residents and their approved subresidents only; guests are not permitted to access the room.

### ***Primary resident responsibilities***

- Show your unit to prospective subresidents. HUH will not issue viewing passes for this purpose.
- Provide a copy of the Cronkhite Graduate Center Housing Contract and all related documents to the subresident.
- Deliver copies of any HUH/Owner notices to the subresident, including alerting the subresident to any construction or projects occurring during the sublet period.
- Contact the Property Management Office regarding mail delivery during the sublet period. Inform the subresident that at times the Owner will enter the premises to perform maintenance and, in some cases, notice of entry may go only to the primary resident.
- Be sure to share Internet access information with your subresident, and make your subresident aware of the University's strict policies regarding the downloading of copyrighted information from the Internet. Because Internet is included in the primary resident's contract, if the subresident downloads copyrighted information, the primary resident's access will be shut down.

### ***Subresident responsibilities***

- If the subresident receives any HUH/Owner notices directly, the subresident is responsible for delivering copies of the notices to the primary resident.
- The subresident must comply with all terms outlined in the primary Cronkhite Graduate Center Housing Contract and Residence Hall Policies and Procedures for Cronkhite Graduate Center, which can be found online at [huhousing.harvard.edu/apply/policies-and-procedures](http://huhousing.harvard.edu/apply/policies-and-procedures).
- Note: If your subtenant already has a valid Harvard University ID Card (HUID), they may have their HUID activated for access at the Property Management Office.

### ***Housing payments***

- Housing payments remain due and payable by the primary resident to Harvard University Housing throughout the sublet period. HUH will not assume responsibility for any financial arrangements made between the primary resident and the subresident.

### ***Keys and swipe cards***

- Please carefully read the subletting section of the 2019-2020 Residence Hall Policies and Procedures for Cronkhite Graduate Center for key and swipe card information.  
([http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Cronkhite\\_Policy\\_Manual.pdf](http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Cronkhite_Policy_Manual.pdf))

### ***Questions?***

- Learn about living at Cronkhite Center, including shared facilities, by visiting [www.huhousing.harvard.edu/residents/cronkhite-center-welcome-information](http://www.huhousing.harvard.edu/residents/cronkhite-center-welcome-information).
- Send an email to [leasing@harvard.edu](mailto:leasing@harvard.edu) or call 617-495-1459.
- View the 2019-2020 Residence Hall Policies and Procedures for Cronkhite Graduate Center at [http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Cronkhite\\_Policy\\_Manual.pdf](http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Cronkhite_Policy_Manual.pdf)

### ***Submission Checklist***

These items **MUST** be completed and returned to the Harvard University Housing Office for approval:

- Cronkhite Graduate Center Sublet Application filled out and signed by the primary resident and the subresident listed on the application.
- Photocopy of government-issued Photo ID/Passport for the subresident listed on the application.
- Proof of Harvard affiliation for the subresident (HUID or additional documentation from his/her school or department).
- Key pick-up authorization form (**if applicable**)

**NOTE:** Please keep all the sublet kit instructions for your reference; there is no need to return them with your application.

## Cronkhite Graduate Center Sublet Application

Sublet Address--Cronkhite Graduate Center (84 Brattle Street) Room #: \_\_\_\_\_

Requested Sublet Period: \_\_\_\_\_

Sublet Amount:\$ \_\_\_\_\_ Meal Plan Included? Yes (\_\_\_) No (\_\_\_)

**Primary Resident/Licensee:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

HUID: \_\_\_\_\_ Phone: \_\_\_\_\_

**Subresident:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

HUID: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

*We have read and agree to abide by the terms and conditions of the prime Cronkhite Graduate Center Housing Contract and the terms and conditions for sublet. We agree and acknowledge that in the event of any conflict between the provisions of the prime Cronkhite Graduate Center Housing Contract and our personal sublet agreement, the terms of the prime Cronkhite Graduate Center Housing Contract shall govern. I, the primary resident/licensee, authorize Harvard University Housing/Cronkhite Property Management to provide access to the sublet premises to the subresident in the event of a lockout. We understand it is the responsibility of the primary resident/licensee to provide a copy of the prime Cronkhite Graduate Center Housing Contract and all related documents to the subresident. Under Cambridge City Ordinance, short term rentals less than 30 days are only allowed under limited circumstances. Please be aware you may not be eligible for the City of Cambridge's registration. HUH approves this request, subject to tenant's compliance with the [ordinance].*

\_\_\_\_\_  
 Primary Resident/Licensee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Subresident Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name

**For Office Use Only**

\_\_\_\_\_  
 Approval Signature for Harvard University Housing (Licensor/Owner)

\_\_\_\_\_  
 Date



### New Cronkhite Resident Key Pickup Authorization for Sublet Starting on

\_\_\_\_\_ *(date)*

*If your subresident will pick up your keys/key fobs/swipe access cards, 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 subresident.*

***If possible, please sign and return this original form and ID photocopies in advance by mail or scan and email directly to the Cronkhite Property Management Office at Cronkhite Graduate Center, 84 Brattle Street, Room #100, Cambridge, MA 02138 (PH: 617-495-1252; email: [huh\\_cronkhite@harvard.edu](mailto:huh_cronkhite@harvard.edu)). If you cannot return this form in advance, your subresident must bring this completed form with them when they arrive at the office.***

*Your subresident must bring photo identification to the Cronkhite Property Management Office in order to pick up the keys/key fob/swipe access card, which can be obtained on or after the date your contract begins.*

- During normal business hours\* your subresident should go to the Property Management Office in Room #100, which is located in the main lobby across from the elevator. If nobody is available, please call 617-495-1252 and you will be met in the lobby.
- Otherwise, your subresident should call the Resident Advisor at 617-312-7112 to check in. If the Resident Advisor can't be reached, the subresident should call 617-495-1252 and press "0" to contact the Answering Service. Emergency personnel will meet your subresident outside Cronkhite and provide the key packet. Note: Some waiting time will be necessary.

\*Regular business hours are 9:00 AM—5:00 PM, Monday—Friday, except for official University holidays. See list at [http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Harvard\\_University\\_Holiday\\_Calendar.pdf](http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Harvard_University_Holiday_Calendar.pdf).

All contract documents must be signed by you and executed by the Harvard University Housing Leasing Office before keys/key fobs/swipe access cards will be issued. HUH reserves the right to deny your request if the legitimacy of this form cannot be verified.

This completed form authorizes your subresident to pick up keys/key fobs/swipe access cards for the designated address on the contract on or after the date the contract begins.

My address is

\_\_\_\_\_  
*(Print Cronkhite address as shown on your housing contract)*

I authorize

\_\_\_\_\_  
*(Print name of subresident)*

to pick up my keys/key fobs/swipe access cards. I have attached a photocopy of my ID and that of my subresident.

**Your subresident must return the keys/key fob/swipe access card to you or the Property Management Office.** If not, you may be responsible for paying a \$200 fee to replace the door lock or a \$100 fee to replace and reprogram the key fob. *Note: After you arrive, be sure to visit the Property Management Office to return the temporary swipe access card (if returned to you by your subresident) and have your HUID activated for swipe access.*

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 unit 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.

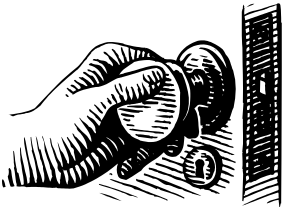
Signed: \_\_\_\_\_  
(Signature of licensee listed on the contract) (Print name of licensee listed on the contract) (Date)



HARVARD  
CAMPUS SERVICES



HARVARD UNIVERSITY HOUSING



**Existing Cronkhite Resident Sublet Key Pickup Authorization Form for Sublet Starting on \_\_\_\_\_ (date).**

You must complete and sign this form for each sublet period in order to authorize the Cronkhite Property Management Office to hold your keys/key fob for issuance to your subresident upon his/her arrival. The management office will also issue a temporary swipe access card to your subresident, if he/she does not already have a valid HUID. If you wish to include your mailbox key for the subresident's use, you must authorize its issuance to your subresident in writing by email to [huh\\_cronkhite@harvard.edu](mailto:huh_cronkhite@harvard.edu). Residents who do not wish to pass along their own mailbox key may either purchase another mailbox key for \$25 or suggest their subresident rent a Post Office box.

- You must return this completed/signed form to the Cronkhite Graduate Center Property Management Office along with a photocopy of your HUID (or other photo ID), a photocopy of the ID of your subresident, and your keys/key fob (and mailbox key, only if applicable) *in advance of the date the approved sublet agreement begins*.
- Your subresident must bring photo identification to the Cronkhite Property Management Office in order to pick up the keys/key fob and temporary swipe access card.
  - During normal business hours\* your subresident should go to the Property Management Office in Room #100, which is located in the main lobby across from the elevator.
  - Otherwise, your subresident should call the Resident Advisor on duty at 617-312-7112 to check in. If the subresident is unable to reach the Resident Advisor, he/she should call 617-495-1252 and press "0" to contact the Answering Service. They will page emergency personnel, who will meet the subresident outside Cronkhite, let his/her in, and provide the key packet. Note: All after-hours emergency service requests are handled in the order of their receipt; we will respond to you as soon as possible, but some waiting time will be necessary.
- If your subresident already has a valid HUID, the Property Management Office will activate the HUID for building access.
- If your subresident has not yet obtained his/her HUID, the Property Management Office will issue a temporary swipe access card that is programmed to permit building access for two weeks and then is deactivated. This permits sufficient time for the subresident to obtain an HUID card. If the temporary swipe access card is lost or is not returned by five days after the sublet expiration, you (the primary resident) will be charged a \$25 lost/unreturned card fee.
- HUH reserves the right to deny your request if the legitimacy of this form cannot be verified.

\*Regular business hours are 9:00 AM—5:00 PM, Monday—Friday, except on official University holidays. See list at [http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Harvard\\_University\\_Holiday\\_Calendar.pdf](http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Harvard_University_Holiday_Calendar.pdf).

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This completed form will authorize a specific HUH-authorized subresident to pick up your Cronkhite keys/key fob on or after the date the approved sublet agreement begins.

My address is \_\_\_\_\_  
(Print Cronkhite address as shown on your housing contract)

I authorize \_\_\_\_\_  
(Print name of HUH-approved subresident)

to pick up the keys/key fob for my unit. I have attached a photocopy of my ID and that of my subresident. **The subresident is expected to return the keys/key fob/swipe access card to you or the Property Management Office.** I understand that if the person I authorized does not return the keys/key fob/swipe access card to me or to the Property Management Office, I may be responsible for paying a \$200 fee to replace the door lock or a \$100 fee to replace and reprogram the key fob. (Note: After you arrive, be sure to visit the Property Management Office to return the temporary swipe access card, if returned to you by your subresident).

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 unit keys or of such granting of access into my unit.

**My signature below indicates my acceptance of and agreement with the terms above.**

Signed: \_\_\_\_\_  
(Signature of licensee listed on the contract) (Print name of licensee listed on the contract) (Date)