



2017-2018 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.

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 or call 617-495-1459.

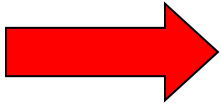
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Harvard University Housing
Leasing Office
1350 Massachusetts Avenue, Room 827
Cambridge, MA 02138
PH: 617-495-1459; FAX: 617-496-0404; Email: leasing@harvard.edu
Please contact us with any questions

Instructions

1. Find an eligible candidate to sublet your unit. *See “How do I find a subresident?” in the FAQs, as posting your listing anywhere other than 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. Note that 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. *See FAQs for details.*
4. Your subresident must pick up keys/key fobs and swipe cards directly from the Property Management Office at the start of the sublet period and must return them directly to that office at the end of the sublet period. Keys/key fobs and swipe cards must be picked up and dropped off during regular business hours only, Monday through Friday, 8 a.m.—5 p.m. The Property Management Office is located in Room #100 and can be reached at 617-495-1252 or huh_cronkhite@harvard.edu.



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.

FAQs

What are the eligibility guidelines for subletting?

- 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 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, <http://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](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 (<http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Listing%20a%20Harvard%20University%20Housing%20sublet.pdf>)
 - **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.**

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

What should I do if I have questions?

- For questions about posting on the **Off Campus Housing** site, please contact the vendor directly (<https://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.

How can I expedite the processing of my request?

- Fill out the Cronkhite Graduate Center Sublet Application in its entirety and be sure that your information and that of your subresident 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. **Note:** There must be a direct affiliation with Harvard University during the sublet period to meet eligibility requirements.
- 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

How long will it take to process my request?

- Sublet requests are processed in the order they are received. **During the busy summer season it might take five to ten business days to process your request;** at other times of the year we typically process a sublet application 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.

What do I need to know about the meal plan and how arrangements are made for the subresident to receive the meal plan?

- 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>.

What does my subresident need to know about shared facilities and other aspects of living in Cronkhite Graduate Center?

- Cronkhite has two shared kitchens on each residential floor, which are equipped with basic appliances, plates, glasses, mugs, cutlery, and cookware. Community bathrooms are separated by gender; wheelchair-accessible bathrooms are unisex.
- Additional shared facilities include a laundry room with coin-operated washers and dryers, a basement lounge, a reading room, and an exercise room. Residents and subresidents are expected to observe all building policies and exhibit expected etiquette when using any shared facilities.
- 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.
- Additional information about living in Cronkhite is available at <http://www.huhousing.harvard.edu/residents/cronkhite-center-welcome-information>.

Is my subresident eligible to participate in the Graduate Commons Program?

- Cronkhite Graduate Center is a Graduate Commons Program property and your subresident is eligible to join the program and participate in activities that may take place during the sublet period.
- Residents of Graduate Commons properties 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 is Tara Bartley. She can be reached at: **tara_bartley@harvard.edu** or 617-495-9257.
- More information about the program can be found at: <http://graduatecommons.huhousing.harvard.edu>.

Questions?

- View the subletting information in the [2017-2018 Residence Hall Policies and Procedures for Cronkhite Graduate Center](#) for additional details.
(http://www.huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Cronkhite_Policy_Manual.pdf).
- Learn about living at Cronkhite Center by visiting <http://huhousing.harvard.edu/residents/welcome-information/cronkhite-center-welcome-information>.
- Send an email to **leasing@harvard.edu** or call 617-495-1459.

Harvard University Housing Sublet Policies and Conditions

- **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 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.
- **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.
- Your subresident must pick up keys/key fobs and swipe cards directly from the Property Management Office at the start of the sublet period and must return them directly to that office at the end of the sublet period. Keys/key fobs and swipe cards must be picked up and dropped off during regular business hours only, Monday through Friday, 8 a.m.—5 p.m. The Property Management Office is located in Room #100 and can be reached at 617-495-1252 or huh_cronkhite@harvard.edu.
- 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/key fobs and swipe cards**

- Keys/key fobs and swipe cards issued to the primary resident are intended solely for that resident's use. Keys/key fobs and swipe cards issued to the HUH-authorized subresident are intended solely for the subresident's use.
- Subresidents are expected to pick-up and drop-off keys/key fobs and swipe cards at the Property Management Office during regular business hours. The making of other arrangements is at the sole discretion of Property Management. The Property Management Office can be reached at 617-495-1252 or huh_cronkhite@harvard.edu.
- Subresidents are not allowed to purchase keys/key fobs and swipe cards; the primary resident(s) will be charged for the cost of any keys/key fobs and swipe cards that are provided. The making of other arrangements is at the sole discretion of Property Management.
- The signature of the primary resident on the Cronkhite Graduate Center Sublet Application will be deemed sufficient authority to permit Property Management to supply keys/key fobs and swipe cards to the subcontracted premises to the subresident in the event keys/key fobs are lost/stolen or a subresident is locked out of the unit. In the event keys/key fobs are lost/stolen, the primary resident may be charged a \$200 lock replacement fee or a \$100 key fob replacement fee, as applicable. If the temporary swipe card is lost or is not returned by five days after the sublet expiration, the tenant will be charged a \$25.00 lost/unreturned swipe card replacement fee.

- **Graduate Commons Program**

- Harvard affiliates and their families are encouraged to participate in the intellectual, cultural, and social events offered through the Graduate Commons Program (GCP). This unique interdisciplinary program provides a "home away from home" by creating a respectful and vibrant community for

our residents. This includes opportunities to network, collaborate across disciplines, and access Harvard faculty in a small group setting. Please be aware that residents are subject not only to all rules and regulations of the Graduate Commons Program, but also to the standards of conduct of their respective Schools. For more information, visit graduatecommons.huhousing.harvard.edu.

Questions?

- Please view the subletting information in the [2017-2018 Residence Hall Policies and Procedures for Cronkhite Graduate Center](#) for additional details.
(http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Cronkhite_Policy_Manual.pdf)
- Learn about living at Cronkhite Center by visiting <http://huhousing.harvard.edu/residents/cronkhite-center-welcome-information>.
- Send an email to leasing@harvard.edu or call 617-495-1459.



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.

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

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 HUID or 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).

NOTE: Please keep the Instructions, FAQ, and Sublet Policies pages for your reference; there is no need to return them with your application.