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.

Revised 3/2/2020
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.

Revised 3/2/2020
• 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.

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**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/registrashorttermrental.

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 Application

**SUBLET ADDRESS:**

### Primary Tenant(s)*:

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  - [ ] I will be occupying premises for duration of sublet

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### Subtenant(s):

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*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.

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<<For Office Use Only>>

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Approval Signature for Harvard University Housing (Landlord)  

Date
To live in Harvard University Housing with your non-affiliated Authorized Occupant, you must complete this form and submit with your sublet application. If an authorized occupant will move in during your sublet term (e.g. you get married, you have a baby, etc.), you must contact the Harvard University Housing Office and submit this form as soon as possible. Failure to do so in a timely manner will be considered a violation of your Sublet Application/Agreement. Authorized Occupants are not eligible to be named on the Sublet Application/Agreement. Total occupants must not exceed apartment occupancy limits.

As a building security and lead law compliance precaution, HUH requires date of birth information for all approved nonaffiliated family members in order to obtain a University-issued family ID card (HUID) for entry into HUH card-access controlled buildings. If you prefer not to provide date of birth via this form, you may contact the Leasing Office at leasing@harvard.edu or you may provide the information in person when you obtain the HUID(s). Please note that Harvard Campus Services does not guarantee an HUID will be issued to nonaffiliated family members residing in HU Housing. Visit http://www.campusservicecenter.harvard.edu/services/id-cards for information and locations.

HARVARD UNIVERSITY HOUSING SUBLET AUTHORIZED OCCUPANT FORM

1. SUBTENANT’S SPOUSE
We are in a marriage recognized as legal under Massachusetts State Law.

Name of Spouse (print name) Date of Birth

2. SUBTENANT’S DOMESTIC PARTNER
We are each other’s sole domestic partner and intend to remain so indefinitely. We are in a relationship of mutual support, caring, and commitment. We share joint responsibility for our common welfare and are financially interdependent. Neither one of us is legally married, and we are not related by blood to a degree of closeness that would prohibit legal marriage in the state in which we legally reside. We are at least eighteen (18) years of age and mentally competent to consent to contract. We have resided together for at least six (6) months and intend to reside together indefinitely. It has been at least one (1) year since either of us has filed a statement of termination of a previous Statement of Domestic Partnership.

Name of Domestic Partner (print name) Date of Birth

3. SUBTENANT’S IMMEDIATE family MEMBER (CHILD, PARENT, SIBLING)

Name of Affiliated Subtenant’s Family Member (print name) Relationship Date of Birth

Name of Affiliated Subtenant’s Family Member (print name) Relationship Date of Birth

Name of Affiliated Subtenant’s Family Member (print name) Relationship Date of Birth

4. AFFILIATED SUBTENANT’S NAME AND HARVARD UNIVERSITY HOUSING ADDRESS

Affiliated Subtenant Name (print name) Dates of Sublet Term

Street Address / Apartment Number

City / State / Zip Code

Please sign below to acknowledge the following: Authorized occupant(s) residency in Harvard University Housing is permitted only during the affiliated subtenant’s sublet term and must cease upon termination of the approved sublet Application/Agreement. I acknowledge that the Harvard University Housing Office reserves the right to request evidence for verification and approval of any authorized occupant listed on this form and to deny the addition of any authorized occupant.

HARVARD UNIVERSITY HOUSING SUBTENANT

Affiliated Subtenant Signature Date

HARVARD UNIVERSITY HOUSING TENANT(S)

Primary Tenant Signature Date

Primary Tenant Signature Date

Primary Tenant Signature Date

Primary Tenant Signature Date