Policies and Procedures
for
Harvard University Housing Tenants
(Including Rules and Regulations for Harvard University Housing)

2015 – 2016 Lease Year

www.huhousing.harvard.edu
If you have questions regarding these policies and procedures:  
Contact:
Harvard University Housing  
Leasing Department  
1350 Massachusetts Avenue – Room 827  
Cambridge, MA 02138-3846  
617-495-1459  
leasing@harvard.edu

If you are a faculty member:  
Faculty Real Estate Services Office  
1350 Massachusetts Avenue – Room 827  
Cambridge, MA 02138-3846  
617-495-8840  
fres@harvard.edu

| If you live in Harvard University Housing located In Cambridge, Allston, or Somerville and you have questions about obtaining a parking permit or canceling or extending your current parking agreement: | Harvard University Parking Services  
Campus Service Center  
1350 Massachusetts Avenue – Room 807  
Cambridge, MA 02138-3846  
617-496-7827  
parking@harvard.edu  
http://www.transportation.harvard.edu |
| If you live at Harvard @ Trilogy in Boston and have questions about obtaining a parking permit or canceling or extending your current parking agreement: | Standard Parking – Fenway Triangle Trilogy Garage  
180 Brookline Avenue  
Boston, MA 02215-938  
617-236-5558  
http://parking4fenway.com/monthly.html |
| If you have questions about parking in the Longwood Medical Area: | Harvard Longwood Campus Commuter Services and Parking Office  
180B Longwood Avenue, Room 130B  
Boston, MA 02115  
617-432-1111  
parking@hms.harvard.edu  
http://hms.harvard.edu/departments/campus-planning-and-facilities/campus-operations/commuter-services-and-parking |

Note: Parking is not, nor has ever been, included in the rent at Harvard University Housing complexes.

| If you have questions concerning roommate listings: | Harvard Campus Service Center  
1350 Massachusetts Avenue – Room 807  
Cambridge, MA 02138-3846  
617-495-3377  
huhousing@harvard.edu |
| If you have questions concerning subletting: | Harvard University Housing  
Leasing Department  
1350 Massachusetts Avenue – Room 827  
Cambridge, MA 02138-3846  
617-495-1459  
huhousing@harvard.edu |
| If you are a student and have a question about rent charges on your University bill (E-bill): | Harvard University Housing  
Accounts Receivable Office  
617-495-1612  
huhousing_ar@harvard.edu |

All tenants: If you have questions regarding building maintenance, contact your Property Manager at the telephone number listed on your lease.

*These policies and procedures and rules and regulations are subject to change.*

*Revised 04/23/2015*
### Policies and Procedures

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POLICIES AND PROCEDURES

LEASING DOCUMENTS

A LEASE is a legally binding document between the tenant (you) and the landlord (President and Fellows of Harvard College) which gives the tenant the right to use and occupy a specific apartment in exchange for rent.

After you select an apartment, a Leasing Coordinator will review your apartment selection. If approved, the lease documents will be emailed to you within three business days.

Once you have received your lease, you may not alter it. This includes writing in any additional names. (To add or remove a spouse/domestic partner, child, sibling, or parent as an authorized occupant, refer to pages 5-6, below.)

Read your lease carefully before signing it. Your signature on the lease (or the signature of the person you have designated on a notarized Power of Attorney) commits you to the following:

• Abiding by all of the provisions and agreements in the lease
• Abiding by all of the Housing Policies and Procedures
• Paying your rent on time each month during the term of the lease whether you occupy the apartment or not.

A LEASE RIDER is an addition to the lease indicating a specific condition of that lease that varies from the printed terms of the lease document. For example, some leases may end at a date other than June 30, or a construction project may be taking place during the lease term.

Federal and State laws require that tenants of apartments built before 1978 are to be issued two copies of the TENANT LEAD LAW NOTIFICATION and the TENANT CERTIFICATION FORM. Tenant(s) must sign and return both copies of the Tenant Certification Form to the Leasing Office. After countersignature, one copy will be returned to tenant(s).

RENT PAYMENTS

• The first or initial rent due is paid by wire transfer, by credit card, or by check or money order returned with your lease by the lease due date. If your lease begins before the 15th of the month, the amount is prorated for that month. If it begins on or after the 15th, the amount due includes the prorated first month and the entire next month as well.

• To ensure proper credit to your account, be sure to reference your full name as it appears on your lease and your Harvard University Housing address in your payment.

• After the initial rent payment, subsequent rent payments are due on or before the first day of each calendar month.

Students

• Monthly rent for full-time registered degree candidates is charged to and paid through the University’s student billing system.

• Until student billing commences, or after generation of the final or graduation bill, rent must be paid directly to Harvard University Housing by check, money order, wire transfer, or credit card (accepted in person only at the Harvard Campus Service Center). Please note that HUH’s online rent payment credit card link may be used for the initial payment only; do not use it to make subsequent rent payments.

• When your student bill is active, rent charges are transferred monthly to Student Receivables and billed via the University’s electronic billing system. Rent charges are payable to Student Receivables by the due date noted on your student bill. Refer to the Student Receivables website for information about accepted forms of payment, and be sure to check your student bill frequently to ensure your rent is not in arrears (http://isites.harvard.edu/icb/icb.do?keyword=k69147).

• Please note that students with unpaid charges on their accounts at the end of a semester may not be allowed to renew their lease for another year. Candidates for degrees must have discharged all indebtedness to Harvard University (including any rent due under the Lease) in order to be eligible to receive their diploma at Commencement.

Faculty/Employees (Harvard Paid)

• Monthly rent for those on the Harvard payroll is charged to and paid via payroll deduction, which can take up to two months to go into effect. Once deductions start, deductions are applied to the following month’s rent.

• Rent due prior to the start of deductions, rent due in excess of the deductible amount, or rent due after payroll deduction stops (for example, if your Harvard-paid faculty/employee status changes), must be paid directly to Harvard University Housing by check, money order, wire transfer, or credit card (accepted in person only at the Harvard Campus Service Center). Please note that the online rent payment credit card link may be used for the initial payment only; do not use it to make subsequent rent payments.
Faculty/Employees (Not Paid by Harvard)

- Monthly rent for non-Harvard-paid visiting faculty, visiting scholars, visiting fellows, non-benefits-eligible postdoctoral fellows, Harvard teaching hospital employees with a valid Harvard I.D. number, or those in similar affiliation categories is paid directly to Harvard University Housing by check, money order, wire transfer, or credit card (accepted in person only at the Harvard Campus Service Center) on or before the first day of each and every month. Please note that the online rent payment credit card link may be used for the initial payment only; do not use it to make subsequent rent payments.

Roommates (Joint and Several Obligations)

Rent charges are divided evenly among 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 person’s share and the cost of repairs. 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 signers of 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.

Late Payment of Rent

- If you fall two weeks behind in rent, you will receive a late payment notice.
- Failure to respond to a late payment notice will result in a 14-Day Notice to Quit and may ultimately lead to eviction.
- Information on any outstanding rent balance may be filed with a credit reporting agency following termination of your lease.
- HUH reserves the right to refuse to extend the lease of any tenant with a history of late payments or other defaults under her/his lease.

Return of Advance Rent

The lease is a binding legal document. If you are unable to fulfill your obligations, notify the HUH Leasing Office immediately at 617-495-1459 or leasing@harvard.edu. For example, if you decide you are not coming to Harvard and will not need your apartment, you must contact HUH to file a vacate notice, in addition to notifying your school. (This notice must be submitted even if you never picked up your keys or moved into your apartment.) Your initial rent payment will be returned in full only if we re-lease the apartment before the scheduled start of your lease. If we re-lease the apartment after the lease start date but during the initial rent time period, you will receive a prorated refund. If we cannot re-lease the apartment during this period, you will forfeit your entire initial rent payment and you will be charged and held responsible for rent payments and must meet all HUH tenant obligations until the apartment is re-leased or the expiration date of your lease, whichever date is earlier.

RENT INCREASES

The monthly rent amount stated on your lease is applicable throughout the lease term. Thereafter, if your lease is extended, the rent amount may be changed on an annual basis, typically effective on July 1, depending upon the expiration date specified in your current lease. Your new rent amount is provided when Lease Termination Notice/Extension Request notices are emailed in the spring of each year.

AUTHORIZED OCCUPANTS

- Only a Harvard affiliate may be named as a tenant on the Harvard University Housing lease.
- To add your spouse/domestic partner, child, sibling, or parent to our tenant files as authorized occupants, you must include them on your Harvard University Housing Application and must complete and submit an Authorized Occupant Form if you sign an HU Housing Lease.
- If a new authorized occupant will join you in the apartment during your tenancy (for example, you get married, you have a baby, etc.), you must contact the Leasing Office and submit an Authorized Occupant Form as soon as possible.
- If you live with roommates and you wish to add a spouse/domestic partner, child, sibling, or parent as an authorized occupant, all roommates must agree to the addition and must indicate their agreement by signing the Authorized Occupant Form.
To remove a previously listed authorized occupant during the lease term, you must submit your request and its effective date in writing via email to the Leasing Office at leasing@harvard.edu. If you live with roommates, all roommates must email the Leasing Office to indicate they agree to the removal. HUH can then remove the occupant from your tenant record and alert your property management office to deactivate the occupant’s building access cards, if applicable. Please be sure to collect any apartment or building keys the occupant may possess.

Failure to list all authorized occupants on your application or to submit the Authorized Occupant Form in a timely manner will be considered a violation of your lease.

An authorized occupant is not eligible to be named as a tenant on the lease and may not retain possession of the apartment when the Harvard-affiliate tenant vacates.

HUH reserves the right to deny the addition of an authorized occupant if the addition of said occupant will result in applicable Massachusetts apartment occupancy limits to be exceeded.

Notes:
1) A domestic partnership is a relationship in which each party is the other’s sole domestic partner and intends to remain so indefinitely. They are in a relationship of mutual support, caring, and commitment. They share joint responsibility for their common welfare and are financially interdependent. Neither party is legally married nor related by blood to a degree of closeness that would prohibit legal marriage in the state in which they legally reside. Both parties must be at least 18 years of age and mentally competent to consent to contract.

2) Per Clause 2 of your lease, you are not permitted to allow any other person or persons (other than an Authorized Occupant) to occupy your apartment, in part or in its entirety. You must contact the Leasing Office regarding visitors or subletters.

**ADD A HARVARD-AFFILIATED ROOMMATE TO YOUR LEASE (ROOMMATE ADDITION)**

Applicants are encouraged to apply for housing together, whenever possible. However, the roommate addition process has been put into place so that an applicant who has rented an apartment can add a roommate. This process is also available for affiliates who need to replace a roommate who is vacating.

Harvard University Housing (HUH) does not match roommates. Information about the process, as well as a link to a roommate resource where you may post or view roommate listings, can be found at [http://huhousing.harvard.edu/living-huh/important-information-residents/roommates](http://huhousing.harvard.edu/living-huh/important-information-residents/roommates). Choose your roommates carefully, as HUH does not mediate roommate disputes. It is important to protect yourself by choosing roommates you can trust, making sure that all members of your roommate group follow the policies and rent payment requirements listed in the HU Housing lease, and keeping HUH informed when a roommate vacates the apartment. Be sure you read and understand the restrictions and “joint and several obligations” information on page 5 of this booklet and in Clause 26 of your HUH lease.

**Restrictions**

- Tenants who will lose his or her affiliation through graduation, termination, or end of appointment during the existing lease term may not request a roommate addition.
- Harvard University Housing eligibility and apartment occupancy requirements must be met. Refer to [http://huhousing.harvard.edu/apply/application-process/maximum-occupancy-guidelines](http://huhousing.harvard.edu/apply/application-process/maximum-occupancy-guidelines).
- Roommate addition requests are accepted between April 1 and November 15 for leases expiring the following June.
- If the roommate applicant is a current tenant in another Harvard University Housing apartment, he or she must obtain approval from HUH to terminate his or her lease 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 page 11 of this 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.)
- The roommate 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.
- The roommate addition lease cannot be backdated.
- If applicable, any vacating roommate(s) must return all keys 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.
- The new roommate(s) must obtain his or her authorized keys from the Property Management Office.
• 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.

Note: 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)
• Both the current leaseholder and the prospective roommate(s) must notify the Leasing Office of their intention to be roommates via email at leasing@harvard.edu.
• The prospective roommate(s) must complete and submit an application at www.huhousing.harvard.edu and must submit any required documents (i.e., Letter of Acceptance or Appointment) to the Leasing Office by mail, fax, or email with scanned attachment (see page 2 for contact information).
• If approved, new leases and associated riders will be prepared and emailed to the current leaseholder.
• Each affiliate MUST sign and return the new set of leases and associated riders.
• The new roommate(s) must pick-up their authorized set of keys from the Property Management Office and provide emergency contact information for the management office’s hard files at that time. (Note: The new roommate(s) as well as the current roommate(s) should also log in at www.huhousing.harvard.edu to update their tenant profile and emergency contact information on line.)

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:
  o All of the roommates take equal responsibility for the apartment lease.
  o Rent charges will be evenly split between all remaining and new roommates’ student bills or payroll accounts as of the requested lease start date. Any return of rent payment due to the remaining roommate(s) will also be applied.
  o 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 bill or employee payroll account and may affect a student’s September registration.
  o Roommates are advised to review their bills or paychecks carefully and to contact HUH Accounts Receivable with any billing questions at 617-495-1612 or huhousing_ar@harvard.edu.

SUBLETTING
To sublet your apartment you MUST obtain and use the HUH Sublet Kit available at http://huhousing.harvard.edu/living-huh/important-information-residents/subletting-your-apartment-or-room. The Sublet Kit will outline all the policies regarding subletting, give you advice on how to advertise your apartment to the Harvard community, and provide you with the required Sublet Application form to submit for approval.

Notes:
1) You cannot end your lease on a sublet. Sublets are not allowed if you elect to vacate on any date during your lease term, including the expiration date specified in your current lease, or the expiration date of your short-term lease extension. For example, during the Termination/Extension period, if you elect to terminate your lease and you are not extending your lease for the next academic year, you are not allowed to sublet all or part of your apartment, even if you will be away from your apartment temporarily and will return before your elected vacate date.
2) Residents holding an HUH lease or housing contract and their affiliated authorized occupants are not permitted to sublet another HUH apartment/unit during the term of their lease/contract.
3) Tenants (sublettors) must satisfy all HUH subletting and affiliation qualifications and policy requirements. Online sublet advertisements are authorized only on the HUH Off Campus Partners website (link available at http://huhousing.harvard.edu/other-housing-and-resources/other-housing/non-harvard-housing). Listings posted on other websites are unauthorized. Sublet periods ordinarily are restricted to the winter recess (late December—late January) and the summer recess, as defined by the University Academic Calendar, and subletters are required to be active Harvard affiliates during the sublet period. Non-compliance with these policies constitutes a violation of your lease.
4) 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 lease 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.
Any subtenant not approved by the HUH Leasing Office will be deemed an unauthorized occupant, which is cause for termination of your lease. HUH reserves the right to deny an unauthorized occupant access to your apartment in the event of a lockout and to deny requests for maintenance.

Transferring to Another Harvard Housing Apartment

To be eligible to transfer within Harvard University Housing the following requirements apply:

• You must meet all Harvard University Housing eligibility requirements.
• Your current apartment rent must be up-to-date.
• You must not be in violation of any terms of your lease.
• You must have resided in your current apartment for at least six months from your lease start date.
• You have not transferred previously (only one transfer allowed per tenancy)
• After the spring lease termination/extension period has started (typically early March), you must request extension of your current lease in order to be eligible to transfer to another HUH apartment.
• Upon selection of a new apartment, you must submit a $300 Transfer Fee to HUH, payable by check, money order, or credit card (accepted in person only at the Harvard Campus Service Center). Please note that being added to an existing lease does not qualify as a transfer.
• Damage beyond normal wear and use to your current apartment and/or not removing your personal property from your apartment will incur additional charges. Please note that personal property may NOT be left for an incoming tenant.
• Participants in certain block rental housing programs (e.g., Harvard Law School Graduate Student Housing block,) ordinarily are not allowed to transfer without continued rent obligation during the lease term. Contact your program administrator for details.
• There must be no more than a one month gap between the date you are vacating your current apartment and the date the lease starts for the transfer apartment. Also see Note 2, below.

Note: Faculty members are encouraged to contact the Faculty Real Estate Services Office (see page 2).

To apply for a transfer within Harvard University Housing, follow these steps:

• Login at www.huhousing.harvard.edu.
• On the left side of the screen, click the “Transfer Apartments” tab on the left menu bar to access the Transfer page.
• Read the detailed information on the page, and then click the Transfer button to complete and submit a transfer application. This button will not be visible unless you have lived in your current apartment for at least six months.
• Once your application is approved, participate in your assigned View and Select period (if you are applying between March 1 and May 1) or select an apartment from our Currently Available list at any time.
• To access listings and choose an apartment or unit, 1) login at www.huhousing.harvard.edu, 2) click the “Transfer Apartments” tab, 3) then click the “Transfer” button in the middle of the page, 4) click the “Self Service” link in the left-hand menu bar to go to the Self-Service page, and then 5) follow the directions to view the listings.
• If you select an apartment, you will be charged the new market rent for the transfer apartment, effective on the lease commencement date.
• If your current apartment will become vacant, contact the Leasing Office to complete a Lease Termination Request and sign your new lease. Your obligation to pay rent for your current apartment will end on your vacate date. (See Note 3 below for important policy conditions.)
• If you have roommates, contact the Leasing Office. BOTH you and your roommate(s) must complete a Roommate Lease Termination form, on which the remaining roommate(s) agrees to assume the obligation to pay the full rent after you vacate and until a replacement roommate is added to their lease.

Notes:

1) If you are submitting a transfer application for the spring Self Service rental period, you must request extension of your current lease in order to be eligible to transfer to another HUH apartment. Otherwise, you might find yourself with no place to live if your current lease expires before you sign a lease for another apartment.

2) If you have no intention of remaining in your current apartment for the next year and/or you do not need Harvard University Housing during the summer, but you do want to rent a new HUH apartment, you may want to terminate your current lease. In this circumstance, do not submit a transfer application through the link listed above. Instead, you should submit a new application at www.huhousing.harvard.edu, but use a different email address than the one you are currently using as a tenant. If you use the same email address that is linked to your current tenant record, the online system will reject your application. Apartment availability is not guaranteed.
3) In the circumstance where two (or more) current tenants living in separate Harvard University Housing apartments wish to become roommates and transfer together into one new apartment, the following will apply:

- Obligation to pay rent will be ended on the primary applicant’s current apartment only as of the vacate date. The primary applicant is the person who will submit the transfer application for the roommate group. Roommates should decide in advance who is to be the primary applicant.
- Obligation to pay rent will not be ended on the secondary applicant’s roommate’s current apartment(s) on the vacate date(s). Obligation to pay rent will continue until the date the apartment is re-leased to a new tenant or until the expiration date specified in your current lease, whichever date is earlier.

**LEASE EXTENSION**

**Request to Extend your Lease for another Year**

If you wish to remain in your apartment for another year, you MUST submit a “Request for Extension” in March, once you receive your Termination/Extension (T/E) email notification from HUH. Your request for a lease extension will then be reviewed in consideration of the following:

- You fulfill all Harvard University Housing eligibility requirements.
- Special conditions do not preclude extension of the lease.
- Your rent payments and student billing account (if applicable) are up-to-date.
- You are not in violation of any terms of your lease and you abide by all HUH riders and policies.
- Your apartment is in clean and healthful condition.

Note: HUH is under no legal obligation to extend your lease and reserves the right to refuse to extend the lease of any tenant with a history of late payments or other defaults under her/his lease. You must be a tenant in good standing, as noted above, to qualify for renewal. Any changes in the monthly rent rate or the lease terms typically will be effective on July 1, depending upon the expiration date specified in your current lease.

**Request for Short-term Extension beyond your Current Lease Expiration (Date on or before July 31)**

- A short-term extension option of any date through July 31 is also available unless your lease is designated as non-extendible.
- Your rent payments and student billing account (if applicable) must be up-to-date.
- Rent for the additional days must be paid in advance and is nonrefundable. Please note that rent rates for the new lease year will be in effect.
- You are not charged for the cost of painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your apartment. Please note that personal property may NOT be left for an incoming tenant.
- You are expected to move out by your selected vacate date, even if the apartment is not re-leased.
- Failure to move out by your selected vacate date may result in commencement of eviction proceedings. Also refer to pages 12-13, MOVING OUT AND DROPPING OFF YOUR KEYS.

**LEASE TERMINATION (Apartment Vacate Notice Submitted During the Annual Spring Termination/Extension Period)**

If you do NOT wish to remain in your apartment for another year, you MUST submit a “Vacate my apartment” notice in March, once you receive your Termination /Extension email notification from HUH. This form is required, even if you intend to leave on the expiration date specified in your current lease or you are graduating.

Notes:

1) Unless otherwise stated on a lease or Termination/Extension Rider, the majority of Harvard University Housing leases typically expire on June 30. This expiration date will be printed on your lease or on your “Request for extension” approval form/email if you are a continuing tenant with an extended lease.

2) If the expiration of your lease varies from our typical dates, you may receive your Termination/Extension form at a different time of year. Your leasing coordinator will provide you with full details.

**Vacating your Apartment Prior to your Current Lease Expiration Date (Early Surrender)**

- Notice of at least 30 days prior to your requested vacate date is required.
- Enter the date you intend to vacate your apartment and submit your form.
- HUH will schedule turnover of your apartment for the purpose of re-leasing. Scheduling is dependent upon apartment turnover volume, staff and vendor availability, and takes into account HUH’s normal business hours and
the *Harvard University Holiday Calendar*. You are responsible for the rent during the painting and cleaning period.

- Your apartment will be made available for re-leasing through our online leasing system. Its listed availability/lease start date will be based on the date the apartment would be ready for occupancy by a new tenant after painting and cleaning is completed. Apartments with vacate dates between March 1 and May 31 will be marketed on our Currently Available list. Apartments with vacate dates on or after June 1 will be made available through the View and Select Windows (active May through early June), then moved to Currently Available only if they remain unrented when the View and Select Windows close.
- You are not charged for the cost of painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your apartment. Please note that personal property may NOT be left for an incoming tenant.
- Turnover painting/cleaning and the assignment of a Ready/Lease Start Date cannot take place as scheduled if you do not move out by the vacate date you submitted on your "Vacate my apartment" notice and may result in additional cost to you.
- Re-leasing of your apartment prior to the expiration date specified in your current lease is not guaranteed. You will be charged and held responsible for rent payments and must meet all HUH tenant obligations until the apartment is re-leased or until the specified expiration date of your current lease, whichever date is earlier.
- You are expected to move out by your selected vacate date, even if the apartment is not re-leased.
- Failure to move out by your selected vacate date may result in additional charges and commencement of eviction proceedings. Also refer to pages 12-13, *MOVING OUT AND DROPPING OFF YOUR KEYS*.

Vacating your Apartment on your Current Lease Expiration Date (Timely Surrender)

- If you do not wish to make any change and plan to vacate your apartment on your current lease expiration date, enter that date and submit your form.
- You are not charged for the cost of painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your apartment. Please note that personal property may NOT be left for an incoming tenant.
- You are expected to move out by your selected vacate date, even if the apartment is not re-leased.
- Failure to move out by your selected vacate date may result in additional charges and commencement of eviction proceedings. Also refer to pages 12-13, *MOVING OUT AND DROPPING OFF YOUR KEYS*.

Graduating Students

- Your final or graduation E-bill, which is ordinarily generated in mid to late April, will automatically include your rent charges through the expiration date specified in your current lease. If you have requested a short-term extension beyond the expiration date specified in your current lease, the rent charge for the additional days (at the new lease year rate) will also appear if we receive your request by the deadline listed in the online Termination/Extension Request Instructions. If you miss the deadline, you will be required to pay the additional rent directly to Harvard University Housing by check, money order, wire transfer, or credit card (accepted in person only at the Harvard Campus Service Center).

Roommates with Different Vacate Dates

- All roommates are responsible for rent through the expiration date specified in your current lease, unless the apartment is rented to a new tenant prior to that date. If the apartment will become vacant, scheduling of painting/cleaning and marketing of the apartment for re-rental is based on the date the LAST roommate leaves.
- If one roommate vacates on the expiration date specified in your current lease and the other roommate(s) selects a later vacate date or extends the lease for another year, the remaining roommate(s) is held solely responsible for the full rental amount starting on the day after the current lease expires. Rent rates for the new lease year will then be in effect.
- The vacating roommate(s) must return their complete set of keys to the Property Management Office on the vacate date.
- The remaining roommate(s) is responsible for finding a replacement roommate and will be charged the full rent until the new tenant(s) is added. Refer to pages 6-7, *ADDING A HARVARD-AFFILIATED ROOMMATE TO YOUR LEASE (ROOMMATE ADDITION)*.

Termination/Extension Riders

- A Rider is an addition to the lease that indicates a specific condition that varies from the standard printed terms of the Harvard University Housing lease. Examples: Notice of a building coming offline in the future, acknowledgement of renovations scheduled to take place during the current or new lease term, etc.
- By submitting a lease extension request (full-year or short-term), you agree to the terms indicated by the rider.
Changes to your Lease Extension Request or Apartment Vacate Notice

If you need to change the lease extension request or apartment vacate date notice you submitted during the T/E period, you must contact the Leasing Office immediately.

- A minimum notice of 10 days prior to your originally requested move-out date is required if you wish to change your vacate or short-term extension date. Change requests made with less than 10 days notice must also be approved by HUH Property Management.
- A change to a vacate date or short-term extension date may be permitted only if your apartment has not been re-rented or “selected” for rental by a housing applicant.
- If your change request is approved, you must sign a Termination /Extension Change form (TEC) and submit a $300 TEC processing fee, payable to HUH by check, money order, or credit card (accepted in person only at the Harvard Campus Service Center).
- If you originally selected the expiration date specified on your current lease or a short-term extension of your lease (a later date up to July 31) as your vacate date but then change to an earlier date, you will be charged and held responsible for rent payments and must meet all HUH tenant obligations until the original vacate date or short-term extension date you selected or the date your apartment is re-rented, whichever date is earlier.
- If you originally requested to vacate your apartment, but now wish to request a lease extension, you must be a tenant in good standing and must meet HU Housing eligibility requirements to qualify for renewal. Additionally, renewal may be permitted only if your apartment has not been re-rented or “selected” for rental by a housing applicant. Landlord has no legal obligation to extend or renew your lease. Refer to page 9, LEASE EXTENSION.
- If you originally requested an extension of your lease, but now wish to vacate your apartment, you will be charged and held responsible for rent payments and must meet all HUH tenant obligations until the expiration date specified on your extended lease or the date your apartment is re-rented, whichever date is earlier.

VACATING YOUR APARTMENT DURING THE LEASE TERM (Early Surrender – Notice Submitted Prior to the Annual Spring Termination/Extension Period)

If you need to vacate your apartment during the academic year, prior to the expiration date specified on your current lease:

- Contact the Leasing Office to speak with your leasing coordinator regarding the process to submit your vacate notice.
- Notice of at least 30 days prior to your requested vacate date is required. Participants in certain block rental housing programs (e.g., Harvard Law School Graduate Student Housing block) ordinarily are not allowed to vacate during the lease term. Contact your program administrator for details.

Some Tenants Will Remain in the Apartment

- If you live with a roommate(s) and your roommate(s) will remain in the apartment, all of you must complete and sign a Roommate Lease Termination Request and submit it to the Leasing Office.
- The monthly rent will be split between you and your roommate(s) until your mutually agreed upon vacate date.
- The remaining roommate(s) will be responsible for entire rent amount after you vacate and until a new roommate is found and added to the lease. Refer to pages 6-7, ADDING A HARVARD-AFFILIATED ROOMMATE TO YOUR LEASE (ROOMMATE ADDITION).

All Tenants are Vacating the Apartment

- All of the tenants must complete and sign a Termination/Extension Change form (TEC). Payment of a $300 TEC processing fee is required at the time you complete your form. Payment to Harvard University Housing may be made by check, money order, or credit card (accepted in person only at the Harvard Campus Service Center).
- HUH will schedule turnover painting and cleaning of your apartment for the purpose of re-leasing. Scheduling is dependent upon apartment turnover volume, staff and vendor availability, and takes into account HUH’s normal business hours and the Harvard University Holiday Calendar. You are responsible for the rent during the painting and cleaning period.
- Your apartment will be made available for re-leasing through our online leasing system. Its listed availability date will be based on the date the apartment would be ready for occupancy by a new tenant after painting and cleaning is completed. Re-leasing of your apartment prior to the expiration date specified in your current lease not guaranteed.
- You are not charged for the cost of painting and cleaning service unless damages beyond normal wear and use have occurred and/or you have not removed your personal property from your apartment. Please note that property may
NOT be left for an incoming tenant.

- Turnover painting/cleaning and the assignment of a Ready/Lease Start Date cannot take place as scheduled if you do not move out by the vacate date you selected on your TEC form and may result in additional cost to you.
- You will be charged and held responsible for rent payments and must meet all HUH tenant obligations until the apartment is re-leased or until the expiration date specified in your current lease, whichever date is earlier.
- You are expected to move out by the vacate date you selected on your TEC form, even if the apartment is not re-leased.
- Failure to move out by the vacate date you submitted may result in commencement of eviction proceedings.

Loss of Affiliation during the Lease Term

- Typically, tenants who know they will lose affiliation during the lease term (i.e., November or March degree) should not request an extension of their lease or sign a new Harvard University Housing lease.
- If loss of affiliation occurs unexpectedly during the course of the lease term, you should contact the Leasing Office to speak with your leasing coordinator.
- If you decide to vacate your apartment, the above rules under **VACATING YOUR APARTMENT DURING THE LEASE TERM** apply (refer to pages 11-12).
- If HUH (the Landlord) does not terminate your lease and you choose to remain in Harvard University Housing until the expiration date specified in your current lease, rent must be paid directly to Harvard University Housing on or before the due date, which is the first day of each month, consistent with lease terms. (Example: Rent for the month of April is due by April 1.)
- Rent paid by check, money order, or bank check should be sent to Harvard University Housing Accounts Receivable, 46 Blackstone Street, Cambridge, MA 02139-3710. (Note: this office cannot accept in-person payments.) To ensure proper credit to your account, be sure to reference your full name as it appears on your lease and your Harvard University Housing address in your payment.
- Credit card rent payments must be made in person at the Harvard Campus Service Center, 1350 Massachusetts Avenue – Room 807, Cambridge, MA 02138-3846. This office also accepts checks and money orders. (See website for hours: campusservicecenter@harvard.edu.)

MOVING OUT AND DROPPING OFF YOUR KEYS

Moving Out

- Please note that incoming tenants may not waive apartment painting and cleaning to facilitate the purchase of furniture and household items from a prior tenant.
- You must remove all of your personal belongings (your own furniture, personal items, etc) and vacate your apartment by midnight of the vacate date you selected on your short-term lease extension request, apartment vacate notice, or TEC form, whether or not the apartment has been re-leased. Failure to do so may result in commencement of eviction proceedings. You may not leave your own furniture or other personal belongings behind in the apartment or building storage area (if available) for incoming tenants. If vacating and incoming tenants wish to sell and purchase items, arrangements must be made to store those items elsewhere. Possible options include leaving items with a friend or neighbor who is willing to store them, or utilizing an area vendor that offers pick-up, storage, and drop-off service (search the Web for area vendors).
- If you fail to vacate on time, you will also be charged (1) rent for each additional day or part thereof, if you selected an early vacate date (prior to the expiration date specified on your current lease), or (2) daily use and occupancy in the amount equal to $150.00 for each additional day or part thereof, plus the cost of all other expenses incurred by HUH due to your late move-out, which may include hotel, storage, and moving costs for an incoming tenant.
- You must remove food, rubbish, etc. and leave the apartment in clean condition or you will be charged for additional maintenance costs.

Key Drop-Off

- During business hours, keys and swipe cards, if applicable, can be dropped off at your Property Management Office.
- After hours, place all swipe cards and keys, except the apartment key, on the kitchen counter. Use the apartment key to lock your apartment door and then slip that key under the door. Telephone or email your Property Management Office to inform them that you have left the keys and swipe cards.
- If you fail to return all keys and swipe cards, you may be charged $100.00 for key/lock replacement.

Re-occupancy Restrictions

- After HUH receives your vacate notice and has scheduled turnover painting and cleaning of your apartment, your apartment will be made available for re-leasing through our online leasing system.
• The apartment locks will be changed and any remaining furniture, clothing and/or personal effects will be removed and recycled or disposed of.
• HUH will incur certain costs associated with cleaning and preparation of the apartment for re-leasing.
• Even if your apartment is not re-leased, you will not be permitted to re-occupy the apartment without prior notice to HUH.
• If you elect to re-occupy the apartment for any period prior to its re-lease, (1) you must file a Termination/Extension Change Form (TEC) and you may be charged the $300 change processing fee, and (2) your apartment will be removed from HUH available apartment listings.

RETURN OF PRO-RATED RENT AFTER MOVE-OUT
The following applies if your vacant apartment is re-leased prior to the expiration of your lease term / rent payment obligation.

• If you are a continuing student, a prorated rent refund will be returned to your E-bill account.
• If you are a departing student (losing affiliation or graduating), you must send a letter to the Harvard University Student Receivables Office, Richard A. and Susan F. Smith Campus Center, Room #953, 1350 Massachusetts Avenue, Cambridge, MA 02138, requesting a prorated rent refund to be returned to you directly. Please be sure to provide a forwarding address.
• If you are a departing faculty member or employee, you must contact HUH Accounts Receivable at huhousing_ar@harvard.edu or at 617-495-1612 to request your prorated refund. Please be sure to provide a forwarding address.
• All prorated refunds are based on the actual number of days in that month.
• Rent refund processing can take several weeks.
APARTMENT AND BUILDING RULES AND REGULATIONS

APARTMENTS

Furnishings and Appliances

Majority of apartments are unfurnished.

- Large or heavy furniture items (i.e., queen- or king-size box springs) may not fit into some apartments, particularly at Peabody Terrace and entries 3—5 and 7—15 at Soldiers Field Park. Check with your Property Management Office in advance of your move.
- Pianos require written consent from HUH Leasing Office and cannot be accommodated at all buildings. Send email to leasing@harvard.edu or call 617-495-1459. If permitted, tenant must sign a Piano Lease Addendum. Countersignature of the addendum by the HUH Leasing Office constitutes written consent. You must then notify the Property Management Office for your building.
- Refrigerators; stoves; other provided appliances, if applicable, such as dishwashers, disposals, washers, dryers, or microwaves; window treatments; furniture and lamps (if provided) must not be removed or relocated.
- Unless supplied by Harvard, washing machines, dryers, dishwashers, disposals, and other major appliances or like equipment are not allowed in apartments. Installation of these items is considered a violation of the terms of your lease.

Heat and Air Conditioning

- Heat is included in the rent at all complexes. In compliance with Massachusetts regulations, heat is provided from September 15 through June 15 each year, at a minimum temperature of 68˚F between 7:00 a.m. and 11:00 p.m. and a minimum of 64˚F at all other hours.
- To prevent building and apartment pipes from freezing, do not reduce your apartment thermostat below 60˚F or close radiator valves during winter for any period while absent from your apartment. Tenants who fail to comply may be charged for the cost of any damages that may occur.
- Air conditioning is provided at the following properties:
  - 10 Akron Street
  - Banks Street 37, 47, and 69
  - 5 Cowperthwaite Street
  - 29 Garden Street
  - Grant Street 2, 3, 5, and 7
  - Harvard @ Trilogy (170 Brookline Avenue)
  - 28 Hingham Street
  - 21 Robinson Street
  - Soldiers Field Park (window air conditioners only)
  - 11-15 Sumner Road
  - One Western Avenue
  - 387 Western Avenue
- In apartments with HUH-provided central air conditioning, the systems ordinarily operate from May 15 through October 31. Central air conditioning will not function when the outside temperature drops below 60 ˚F. The cooling elements of window air conditioners supplied by HUH are winterized by October 31 each year.
- You must receive prior approval from your Property Management Office before installing any air conditioner. If permitted, installation must meet the requirements outlined by the Property Management Office. You MUST remove your air conditioner by October 31 of each year and may not reinstall it until the following May 15. Through-wall air conditioners must be winterized and rendered inoperative by October 31 and until the following May 15 of each year. Standard window air conditioning units do not fit in all buildings, and some apartments/buildings cannot accommodate any air conditioners (e.g., Peabody Terrace). Please note that Property Management Office staff members do not install or remove air conditioners.

Telephone, Internet, and Television

- Cell (mobile) phone service cannot be guaranteed in any apartment. Any contract made for cell phone service is between the tenant and their service provider, not HUH.
- Harvard’s RESNet Internet service is included in the rent at 10 Akron Street; 37, 47, and 69 Banks Street; Botanic Gardens; 5 Cowperthwaite Street; 29 Garden Street; 3, 5, and 7 Grant Street; Harvard@Trilogy; 28 Hingham Street; Peabody Terrace; Soldiers Field Park; Terry Terrace; One Western Avenue; and 387 Western Avenue. Where applicable, users of Harvard’s RESNet Internet service must adhere to all terms of its use. Please read the policy information provided in your lease package carefully or visit https://www.noc.harvard.edu/. In the left menu bar, click on Documentation/Residential Network Connectivity and Documentation/Residential Network Registration (PDF file).
• Beginning in 2015-16, wireless Internet service will be provided throughout 85-95 Prescott Street, including inside apartments.

• Satellite television dishes, aerials, or antennas may not be installed without prior written consent from HUH. If permitted, installation and removal must meet all requirements outlined on the required Satellite Dish and Antenna Lease Addendum. Please note that installation may not be possible in many apartments. Please contact your Property Management Office at the telephone number listed on your lease for further information.

Smoking

• All HUH residential properties are smoke free/no smoking permitted.

• In accordance with this policy, smoking is prohibited within the apartments, on apartment balconies/patios, near building entrances and exits, on all exterior premises, and in all common areas within these buildings (hallways, stairways, elevators, laundry rooms, and in any other designated non-smoking areas).

Pets and Service Animals

• Certain apartments at the following HUH buildings have been designated as pet-friendly: 59 Banks Street, Botanic Gardens, 23-25 Flagg Street, 2 Grant Street, 17 Grant Street, Holden Green, 8A Mount Auburn Street, 21 Robinson Street, 5A Sacramento Street, Shaler Lane, Soldiers Field Park (in Buildings 8—15 only), 17 Ware Street, and 381 Western Avenue.

• At the foregoing apartments, a single dog (no larger than 40 pounds when full grown) or a single cat or two domesticated pet birds are allowed and must be registered with the HUH Leasing Office. Certain breeds of dogs are not permitted, and additional restrictions apply. In cases of service animals, reasonable modifications to this rule will be explored (see below). The keeping of birds is subject to the same cleanliness, noise disturbance, and nuisance conditions listed in the Pet and Service/Assistance/Comfort Animal Policies referenced below.

• HUH Pet and Service Animal Policies and a sample Pet and Service Animal Authorization form are available online at http://huhousing.harvard.edu/apply/policies-and-procedures (scroll down to the bottom of the policies page). A list of specific apartment number where pets are permitted can be found at http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Pet%20friendly%20units-final.pdf.

• Pet and Service Animal Authorization forms are sent to you in your lease package and as a rider with your annual lease termination/extension form. Forms are also available from the HUH Leasing Office. The authorization form and required veterinary records must be returned with your signed lease and also must be updated annually prior to submission of any request for an extension of your lease. The keeping of an unregistered pet/animal in a “pet-friendly” apartment is grounds for lease termination.

• In apartments not designated as pet-friendly, only fish in an aquarium not to exceed 50 gallons are allowed in HUH apartments. Reptiles, rodents, and all other types of pets, as well as overnight pet “guests” and pet-sitting are not permitted.

• Exceptions to the foregoing policies are granted only on the basis of approved requests for disability-related accommodations. Such requests to keep a service, assistance, or comfort animal in any HUH apartment that is not designated as pet friendly should be directed to your School’s Local Disability Coordinator (if you are a student) or University Disability Services (if you are a faculty or staff member). Please contact the HUH Disability Housing Coordinator at leasing@harvard.edu for preliminary information.

• The keeping of any unauthorized or unregistered pet is a violation of your lease and is grounds for lease termination. Failure to remove the pet after HUH’s request for removal may result in HUH commencing eviction procedures.

• If you choose not to abide by HUH’s Pet and Service Animal Policies and instead choose to terminate your lease and vacate the apartment, the HUH early lease termination policy shall apply (refer to VACATING YOUR APARTMENT DURING THE LEASE TERM on pages 11-12).

Personal Property Insurance

• It is your responsibility to insure any personal property. Harvard University Housing and Harvard University do not provide renters personal property insurance, and they do not cover the cost of replacing tenants' personal items (clothing, computers, furniture, stereos, books, etc.) that may be damaged or lost due to theft, fire, water, vandalism, or any other cause.

• Renters personal property insurance may be obtained through local insurance agents (search online for insurance agents), National Student Services, Inc. (1-800-256-6774, www.nssi.com), or CSI Insurance Agency, Inc. (888-411-4911, www.CollegeStudentInsurance.com). For example, CSI offers $10,000 in coverage with a $100 deductible for approximately $16 per month (rates in effect as of December 8, 2014; see website for details). Regular full-time Harvard employees who live in Massachusetts may also be able to obtain discounted home/renters insurance through MetLife (to obtain a quote, call Marsh@WorkSolutions at 866-228-3516).
• Students may first want to check if they are covered under their parents’ homeowners policy, if applicable. Also, tenants who live here and own a home elsewhere may want to add renters coverage to their homeowners policy for a small additional fee.

• When submitting your lease you must acknowledged the above rental conditions and understand and agree to the following:
  o You have been provided information on options for obtaining renters personal property insurance.
  o If you choose not to obtain renters personal property insurance, your personal items will not be covered for damage or loss for any reason during your tenancy in HUH.
  o If you do choose to obtain renters personal property insurance, my personal items claim is limited to my policy coverage and neither HUH nor Harvard University provides additional coverage.

Miscellaneous

• If your primary residency is in question, HUH reserves the right to request two forms of proof of residence, such as a bill, tax return, driver’s license, bank statement, etc.

• Bed bugs are found all over the world and are constantly being dispersed via used furniture, luggage, and bedding. During the last decade the number of bed bug infestations reported from the housing industry in Massachusetts has significantly increased. The challenge is to correctly identify this insect, prevent its spread, and eliminate it from housing units. The information available at http://www.health.harvard.edu/healthbeat/easing-bedbug-anxiety will help affiliates recognize and prevent infestations of bed bugs at Harvard. If you have any questions or concerns, please contact the Property Management Office.

COMMON AREAS AND FACILITIES

• The removal of fixtures, furnishings, equipment, supplies, and any other items from building common areas constitutes theft and the Harvard University Police Department will be notified.

• At Harvard@Trilogy, Soldiers Field Park, and One Western Avenue, common rooms may be reserved by residents for private events. Residents should submit their request to the Property Management Office one week in advance of their event. A deposit of $150.00 is required, to be paid by check or money order only. All keys must be returned to the office on the next business day. The deposit is returned if the common room is left in proper condition and all policies governing Common Room Use are followed. If cleaning expenses exceed $150.00 or if common room furniture or equipment is damaged, missing or not returned to the storage closet/area, the renter will be charged the difference. If common room keys are lost or not returned, the renter will forfeit their deposit. Additional restrictions apply, as stated on the Common Room Reservation Form, available from your Property Management Office.

• Residents of 10 Akron Street, 5 Cowperthwaite Street, 29 Garden Street, and Peabody Terrace must reserve building common rooms for private events over 10 people (non-routine special events, such as networking parties, showers, birthday parties, etc.). There is a $25 room fee and a $100 security deposit for all reservations. The deposit is returned if the common room is left in proper condition and all policies governing Common Room Use are followed. If the common room is not left in proper condition, if policies are violated, or if the common room swipe card (for Peabody Terrace) is lost or not returned, this deposit will be forfeited and additional fees may be assessed. All residents should submit a request one week in advance of the event and meet with a Graduate Commons representative to discuss the use of these spaces and policies prior to confirmation of the reservation. To reserve the room, please send an email to graduatecommons@harvard.edu or visit http://huhousing.harvard.edu/living-huh/graduate-commons-program.

• Please note: Residents can only reserve common rooms in the buildings in which they reside.

• Laundry facilities should only be used during posted hours to avoid disturbing adjacent tenants. Please be courteous and remove your laundry from machines promptly when washing or drying is complete. Machines may not be able to accommodate certain items.

• Children under the age of 6 should be accompanied by a parent or guardian when using equipment provided in play areas. In all other common building and grounds areas, minor children must not be permitted to cause disturbance or interference to tenants or to damage or deface property.

STORAGE

• Storage of items in your apartment, in designated storage areas, in any other part of the building, or anywhere on the property is not permitted before or after your lease term.

• Per Massachusetts Board of Fire Prevention Regulations, storage is not allowed in common areas, public hallways, stairwells, fire escapes, or on balconies. Personal property should not be stored near or block the way to the mechanical or electrical equipment. The storage of hazardous or combustible substances is not allowed.
• Bicycles can only be locked to bicycle racks or stored in designated basement storage areas, where applicable. If a storage area or racks are not provided, bicycles must be stored in your apartment. Bicycles must not be left in hallways or attached to stairwell railings, benches, entryways, or gates. Bicycles found in hallways or attached to the foregoing will be removed without notice at the owner’s expense. Registration is required at some buildings.

• Limited storage for additional items is available at the following HUH properties:
  o 10 Akron Street - Storage bin provided for every apartment; contact Property Management Office after you have purchased your own padlock.
  o 1-2 Athens Terrace
  o 4-6 Athens Terrace
  o Banks Street 33-35, 37-39, 41-43, 47, 59 - Requests should be coordinated with the Property Management Office.
  o Botanic Gardens
  o 5 Cowperthwaite Street – Storage bins on the garage level of the building are guaranteed for tenants in studio apartments only. Tenants in larger apartments will be placed on a waiting list until a storage bin becomes available.
  o 27 Everett Street
  o 23-25 Flagg Street
  o Grant Street 4, 16, 17
  o Haskins Hall
  o Holden Green (except entries 202, 204, 206, 208, 210, and 302)
  o 11 Kirkland Place
  o Mellen Street 10, 12, 14-16
  o 4-6 Mount Auburn Street
  o Prescott Street 18, 20-20A, 22-24, 85-95
  o 21 Robinson Street
  o 5A Sacramento Street
  o Shaler Lane
  o 3 Sumner Road
  o Terry Terrace
  o Ware Street 9-13A, 15, 17, 19
  o Ware Street 15, 17, 19

• If storage is provided, storage of personal property in any designated storage area is at your risk, per Clause 12 and Clause 12A of your lease, and is subject to the restrictions listed above or as detailed by your Property Management Office. Tenants may be required to provide their own locks at some properties. HUH recommends the use of pallets in basement storage areas, does not recommend storage of valuables in the storage areas. HUH is not liable for water or any other damage to or loss or theft of property. You are responsible for insuring your own personal belongings (refer to Personal Property Insurance on pages 15-16).

• Property Management staff may require access to locked storage bins or cages to make emergency repairs.

• Any items left outside of the storage of the storage area will be removed and recycled or discarded by the Property Management staff without notification, at the tenant’s expense.

• When you vacate your apartment, you must also remove all personal items from the storage area by your indicated vacate date.

• Contact your Property Management Office for more information about the use of provided storage.

• If your building does not have storage available, or if you need additional storage space, search online for a list of local storage companies.

LOCKOUTS

• If you are locked out of your apartment, contact your Property Management Office. The fee for after-hours lock-out calls is $50.00, payable by check, credit card, or by term bill (registered, term-billed students only). Only current tenants and authorized occupants with a valid I.D. may request lock-out assistance.

• Only current tenants and authorized occupants with a valid I.D. may purchase additional keys and swipe cards (if applicable); the number of keys and swipe cards that may be purchased is restricted. These cost $5.00 each and may be purchased from your Property Management Office during regular business hours only. Note: One business day is required to make new keys.

If you have lost your keys, you may be charged $100.00 for key/lock replacement.
TENANT, CONSTRUCTION, AND OTHER NOISE OR DISTURBANCE

Tenant Noise or Disturbance

• In keeping with the expectation of mutual respect within the Harvard community, we request that you show consideration for your fellow tenants' concerns regarding noise. Please be considerate of your neighbors and keep all sound within reasonable limits. Per Clause 7 of the Harvard University Housing lease, tenants should take particular care not to cause disturbance to other neighbors between the hours of 11:00 p.m. and 7:00 a.m.

• Tenants having events or gatherings in their apartments should keep noise levels down. Please be mindful that hallways are not an ideal gathering space, particularly late at night and early in the morning. Conversations in common areas should be kept at reasonable volumes since these spaces may abut individual apartments. Tenants should also mind their alarm clocks, particularly when leaving their apartment overnight or longer.

• In the event a noise complaint cannot be resolved by communicating with your neighbor, we recommend you direct your noise complaint to the Harvard University Police Department at 617-495-1212 for a response. Note: Tenants at Harvard@Trilogy should contact the Trilogy Concierge Desk at 617-351-2880.

Construction and Other Noise or Disturbance

Harvard University residential properties are located in a city environment, and HUH cannot guarantee that any apartment will be sound proof. During your tenancy you may experience the following types of noise:

• Typical urban and commercial noise, such as sounds from traffic and delivery, trash, and recycling trucks.

• The sounds of children playing outside at apartment complexes that have on-site or nearby child care centers and/or outdoor play areas.

• Noise from building systems, such as heating, cooling, ventilation, water, plumbing, and elevator systems.

• Sounds from neighboring apartments, particularly in buildings with hardwood floors.

• Noise occurring in nearby apartments in your building during HUH’s performance of turnover maintenance to prepare vacant apartments for occupancy by new tenants. Examples of this work include scraping, painting, cabinet, appliance, and carpet replacement, floor sanding, etc.

• Noise from nearby construction being performed by HUH or other Harvard University departments. Typically, information about such projects will be provided in riders attached to your contract or TE, or may be found on Harvard University’s Construction Mitigation website at http://www.construction.harvard.edu.

• Noise occurring from emergency repairs that must be performed by HUH or other Harvard University departments. Advance notification to residents, such as that provided in lease/housing contract or TE riders, may not be possible in emergency circumstances.

• Noise from nearby construction being performed by private construction companies or by the cities of Cambridge, Boston, or Somerville that is beyond HUH’s control or knowledge. HUH encourages applicants and tenants to stay informed about projects that may be taking place in their neighborhoods. The following are some of the websites you may visit to find information on current and upcoming projects:
  - http://www.cityofboston.gov/publicworks/construction/
  - http://www.mhd.state.ma.us/projectinfo/

It is important to note that Cambridge, Boston, and Somerville are densely populated urban environments, and not all projects or other sources of noise or disruption can be listed at these websites or predicted in advance.

SAFETY AND CLEANLINESS

Fire Safety Systems

• All apartments have smoke detectors. If the detector is set off by smoke from burned food, open your windows, NOT your doors, as the activation of a hallway smoke detector will set off the entire building system. If this occurs, the city fire department will be called and the building must be evacuated.

• Many apartments are equipped with carbon monoxide detectors. Carbon monoxide is an odorless, poisonous gas that can be emitted by fossil-fuel burning equipment such as a furnace, water heater, fireplace, vehicle engine, etc. The State of Massachusetts requires carbon monoxide (CO) detectors in any residence where this equipment exists or in any building where enclosed parking exists within its structure.
• Carbon monoxide detectors are either battery powered or electrically powered and fitted with a battery backup to ensure they function if electricity is interrupted.
• If your CO detector sounds an alarm at any other time, evacuate your apartment immediately and call 911. To learn more about carbon monoxide, please visit http://www.epa.gov/iaq/co.html.
• Do NOT tamper with smoke or carbon monoxide detectors.
• Some apartments have sprinklers that will be activated at temperatures of 165 °F and above or if they are banged or pulled. Do NOT hang anything from sprinklers or their pipes; leave 18” of clearance underneath them. Tenants will be responsible for damages due to inappropriate use.
• All detectors and fire alarm systems are inspected, tested, and maintained annually. You will be notified in advance when possible. Testing can be loud and invasive. We make every effort to take academic activity into account when scheduling testing, but this may not always be possible. Please contact the Property Management Office for more information.

Fire and Safety Hazards
• Space heaters are prohibited.
• Do NOT store excessive amounts of flammable materials (paper, cardboard, fabric, etc) in or close to fireplaces, stoves, ovens, radiators or other heat or electrical sources. Storage of personal property that would block windows and/or access or egress to your apartment or traffic within your apartment is prohibited.
• HUH reserves the right to contact city inspectional services and the fire department if tenant’s improper storage of personal property constitutes a lease violation. If any such violation of the lease by the tenant results in HUH being fined by a municipal or government agency, the tenant may be charged and required to pay the amount of the fine.
• Any items left outside your apartment door (this includes doormats, footwear, baby carriages, and bicycles) or in other public areas will be removed and discarded by Property Management in compliance with fire regulations.
• Windows must be neat and orderly so as to project a uniform appearance to the outside. No clothes or other objects (excepting supplied window treatments) may be hung from them or project outside of the building. Removal of supplied window treatments is not permitted.
• No items may be hung from, placed on edges, or protrude beyond the edges of porches or balconies. Items must not create an overloading or fire hazard or obstruct emergency egress to adjacent balconies, where applicable. Landlord reserves the right to require the removal of items from balconies from time to time.
• HUH prohibits the use of all types of barbecue grills (e.g., charcoal, gas, electric, George Forman, smokers, etc.), hibachis, chimineas etc. at all HUH residential properties except HUH single family homes with exclusive outside space. Tenants in these single family homes must abide by Cambridge ordinances banning the use of grills on porches, balconies, and roofs.
• Firearms and ammunition are prohibited, even with a license.

Cleanliness
• You must keep your apartment in a clean and healthful condition, in compliance with municipal laws, ordinances, and building fire codes.
• You should not create any condition that is unduly attractive to insects, rodents or other pests. If your use of the apartment results in the need for pest control treatments beyond HUH’s regular schedule for the performance of such measures, you may be charged for the additional cost of such treatment.
• Wire mesh bird netting is installed on Peabody Terrace balconies to protect surfaces and promote sanitary conditions. This netting may obscure views and cannot be removed. Tenants may be held responsible for the cost of repairing damage they cause to the netting.

MISCELLANEOUS
• Clause 10 of your lease grants HUH the right to enter your apartment at reasonable times, or in cases of emergency, to conduct inspections, to show the apartment to prospective purchasers or tenants, to make repairs, to correct anticipated or unanticipated building or mechanical issues, to make any improvement deemed appropriate by Landlord or required by law (including inspection for and abatement of lead paint, making apartment alterations to address life safety or sustainability issues, such as the closure of fireplaces or the removal of air conditioners), or to exterminate insects, rodents, and other pests, and otherwise perform pest control measures (refer to your lease). In some circumstances, tenant may be required to move possessions to allow complete access to the work area. You will be notified in advance when possible.
• HUH provides a list of tenants’ names and addresses to the Harvard University Police Department and the Cities of Cambridge, Boston, and Somerville election departments annually. HUH is also legally required to provide tenant information to an authorized census enumerator, if the enumerator is unsuccessful in contacting a tenant directly.
• Communications regarding work orders initiated by one roommate in a roommate group may be shared with all roommates.

• Residents and subresidents 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 and safety.