



## 2023-2024 Harvard University Housing Sublet Information

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.
- HUH will verify subletter and sublet dates eligibility.
  - You may be asked for more information to ensure policy adherence.
- You will receive a Sublet Application Confirmation to sign via DocuSign.
  - This will be sent to all lessees and subletters.
- You or your subtenant will pick up keys

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

### Notes:

- **Harvard University Housing requires a sublet period of at least two weeks.**
- **Approval can take up to 3 to 5 business days once all verification documents are received.**
- **Access to the subtenant will not be given by the Property Management Office until two business days after the Sublet Application Confirmation has been signed by all lessees and subletters.**

### 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, if their affiliation is active during the sublet period.
- Authorized Occupants, such as a spouse/domestic partner, parent, child, or sibling of the subtenant or other persons approved by Harvard University Housing, may live with the approved subtenant once registered with HUH by the filing of a Sublet Authorized Occupant Form (included in this kit). Authorized Occupants may only live in the apartment while it is occupied by the approved subtenant(s).

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

### Who is not eligible to sublet my apartment?

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- Students who have already graduated, as they are considered alumni and are no longer current affiliates.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

## Who is not eligible to sublet my apartment?

- An HUID Harvard Sponsored Role 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

## How do I find an eligible subtenant?

- The only place you are allowed to post your listing is on the [Off Campus Housing site](#). 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](#). 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](mailto: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 (December 1 - January 31).
  - You may not sublet your apartment if you have chosen to terminate your lease.
- You may sublet during the summer recess (May 15 - August 31), 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 if you have chosen to terminate your lease.
- Exceptions to the summer and winter recess periods may apply 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 requires a letter of confirmation from your school.
- If you are 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](#).
- 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 three to five 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.

## Key Pick-up:

To make key pick up arrangements, subtenants must contact the appropriate [Property Management Office](#) at least two business days in advance of their sublet start date. That time is required to program fobs, set up a lock box, and communicate back to the subtenant. Failure to do so may result in a delay of receiving access to the sublet apartment until after the sublet start date.

## Community and Events:

- 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. Please visit [huhousing.harvard.edu/community-events](http://huhousing.harvard.edu/community-events) to learn more and view our monthly event calendars. Subtenants must email [graduatecommons@harvard.edu](mailto:graduatecommons@harvard.edu) to be added to our weekly mailing lists.

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- For residents living in buildings with a common area, these rooms may be used for group study or informal social gatherings up to 10 people. Reservations are required for private events and can be submitted by emailing [graduatecommons@harvard.edu](mailto:graduatecommons@harvard.edu). Please note that Covid-19 guidelines may change common area usage policies. Updates will be shared via our website.

### **Additional Details:**

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

Additional information can be found at [huhousing.harvard.edu/resident-information/sublets](https://huhousing.harvard.edu/resident-information/sublets).

Questions? Call 617-495-1459 or send an email to the [HUH Sublet Coordinator](#)