

# 2015-2016 Harvard University Housing Sublet Kit

Please read all the information carefully and complete the checklist prior to submission. The processing of your request will be delayed if your application and supporting documents are not complete.

# Sublet Kit Contents

- Instructions
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- Sublet Policies and Conditions
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# **Submission Checklist**

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

- Sublet Application page filled out and signed by <u>ALL</u> tenants and subtenants included in the agreement.
   (Please **DO NOT** send back the Instruction, FAQ, and Sublet Policies and Conditions pages.)
- Completed Sublet Authorized Occupant Form, if applicable.
- □ Completed Key Pickup Authorization Form, if applicable.
- D Photocopy of HUID or government-issued Photo ID/Passport for <u>ALL</u> subtenants in the agreement.
- □ Proof of affiliation for <u>ALL</u> subtenants (HUID or additional documentation from school or department).
- **NOTE**: Please keep the Instructions, FAQ, and Sublet Policies pages for your reference; there is no need to return them with your application.

Harvard University Housing Leasing Office 1350 Massachusetts Avenue, Room 827 Cambridge, MA 02138 PH: 617-495-3377; FAX: 617-496-0404; Email: leasing@harvard.edu **Please contact us with any questions** 

### Instructions

- Find an eligible candidate or candidates to sublet your apartment. See "How do I find a subtenant?" in the FAQs.
- Fill out all applicable fields in the Sublet Application and have it signed by ALL tenants and subtenants, including those with overlapping dates of occupancy. Note that only the subtenant(s) and authorized occupants named on this agreement may live in the apartment. Authorized occupants may not live in the apartment unless it is also occupied by the approved subtenant(s).
- Submit the signed application, along with proof of identity AND proof of Harvard University affiliation for ALL subtenants on the application to Harvard University Housing's Leasing Group. Non-affiliate family members are not required to sign the form. See FAQs for details.
- If a subtenant has non-affiliated family members or a domestic partner staying with them, they must also submit the Harvard University Authorized Occupant Form *included in this Sublet Kit.*
- The only circumstance in which subtenants can pick up keys at the Property Management Office at the start of the sublet period is if the primary tenant(s) is a **new tenant** who has not yet picked up the apartment keys. In that case a completed Key Pickup Authorization form, which can be found on <u>www.huhousing.harvard.edu/livinghuh/important-information-residents/key-pick-instructions</u> and in your lease package, must be returned with the sublet application.

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.

# <u>FAQs</u>

#### What are the eligibility guidelines for subletting?

- Harvard Summer School students are eligible as long as their affiliation is during the sublet period.
- You may sublet to a Harvard University affiliate—anyone who has proof of active affiliation within 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 with the Sublet Application.
- Researchers must provide their Harvard Department letter to ensure eligibility prior to approval. Not all researchers are eligible.
- An HUID Person of Interest affiliation does not meet eligibility (e.g., special borrower, library, temporary access, vendors, and Smithsonian cards).
- Students graduating in May do NOT qualify, as they are considered alumni and are no longer current affiliates.
- You cannot sublet to your family members unless they are eligible Harvard affiliates.
- 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.
- Maximum occupancy guidelines apply. Refer to www.huhousing.harvard.edu/apply/application-process/maximum-occupancy-guidelines.
- All occupants must be approved affiliates, approved direct family members (a spouse/domestic partner, parent, child, or sibling of the subtenant), or other persons approved by Harvard University Housing (HUH—the Landlord), and such persons must be registered with HUH by the filing of a Sublet Authorized Occupant Form.

Please send an email to <u>leasing@harvard.edu</u> if you have questions regarding eligibility.

#### When can I sublet my apartment?

- You can sublet during the winter recess (late December—late January) and the summer recess, as defined by the Harvard University Academic Calendar.
- At times other than summer and winter recesses you may sublet your apartment **only if** you are leaving for academic reasons and will return to finish your 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.

**NOTE**: You CANNOT end your lease on a sublet. This means that if you are not extending your lease for the next academic year, you cannot sublet your apartment. Sublets are not allowed if you elect to vacate on any date during your contract term, including the expiration date specific in your current contract, or the expiration date of your short-term lease extension. For example, during the Lease Termination/Extension period, if you elect to terminate your contract and you are not extending your contract for the next academic year, you cannot sublet, even if you will be away from your apartment temporarily and will return before your elected vacate date.

### How do I find a subtenant?

- The only place you are allowed to post your listing is on the Off Campus Listing site,
   <a href="http://harvardhousingoffcampus.com">http://harvardhousingoffcampus.com</a>.
  - Your HUH sublet listing will be free of charge on this site IF you carefully follow the directions for an HUH Resident posting an HUH sublet. Your listing will remain pending for further review and processing by HUH. Our system is updated every business day, and your listing will be reviewed as quickly as possible. If the listing information is incomplete or inaccurate, the approval process will be delayed.
  - <u>Click here</u> for detailed information on how to enter your listing
     (<u>http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/Listing%20a%20Harvard%20U</u>
     <u>niversity%20Housing%20sublet.pdf</u>)
  - Do NOT input your credit card information or you will be charged a non-refundable fee of \$25.00.
- Posting your listing on any other site is a violation of your lease agreement.

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

### What should I do if I have questions?

- For questions about posting on the **Off Campus Listing** site, please contact the vendor directly (<u>http://harvardhousingoffcampus.com/help</u>). Let them know that you are a Harvard Housing resident posting your apartment for a sublet.
- For questions regarding your **sublet application**, email <u>leasing@harvard.edu</u> or call 617-495-1459.

### How can I expedite the processing of my request?

- Fill out the Sublet Application in its entirety and be sure that all tenant(s) and subtenant(s) information is correct and legible.
- Be sure that **ALL** tenants and subtenants whose occupancy dates overlap sign the form. Non-affiliate family members are not required to sign the form.
- Include **proof of identity for ALL subtenant(s) on the application.** For example, **a** passport, governmentissued 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 or documentation from their Harvard University School or department
  verifying their affiliation with Harvard. Note: There must be a direct affiliation with Harvard University to
  meet eligibility requirements.
- Return the all required items to the Harvard University Housing Leasing Office:

Fax:	617-496-0404
Email attachment:	leasing@harvard.edu
Mail or drop off:	Harvard University Housing
	Campus Service Center
	1350 Massachusetts Avenue, Room 807
	Cambridge, MA 02138

### How long will it take to process my request?

- Sublet requests are processed in the order they are received. During the busy summer season it might take five to ten business days to process your request; at other times of the year we typically process a sublet application within five business days.
- If your application is incomplete, if you are missing paperwork, signatures, or requested documentation, or if any information is illegible, your application will be delayed.
- Notification of approval will be sent to the primary tenant(s) and the subtenant(s) via email.

### **Questions?**

Send an email to <a href="mailto:leasing@harvard.edu">leasing@harvard.edu</a> or call 617-495-1459.

# Harvard University Housing Sublet Policies and Conditions

- The Sublet Application/Agreement form does NOT constitute a lease and is only a request for approval to sublet. Harvard University Housing (HUH—the Landlord) will not assume responsibility for any arrangements made between the primary tenant(s) and subtenant(s), and HUH does not mediate disputes between primary tenant(s) and subtenant(s).
- We strongly suggest you make your own lease agreement with your subtenant(s).
- All sublet terms are subordinate to the terms of the Affiliated/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.
- The primary tenant(s) and subtenant(s) should exchange contact information with one another so each can be reached in case a problem or an emergency arises.
- Unless the Sublet Application is submitted to and approved by the Harvard University Housing Leasing Office, the Property Management Office for your building will have no record of the subtenant's(s') occupancy. Lockout and maintenance requests made by the subtenant(s) will not be responded to. The presence of an unauthorized subtenant in your apartment is a violation of your Harvard lease and may result in the commencement of eviction proceedings.
- Primary tenant(s) responsibilities:
  - Provide a copy of the lease and all related documents to the subtenant(s).
  - Deliver copies of any Landlord notices to the subtenant(s), including alerting the subtenant(s) to any construction or projects occurring during the sublet period.
  - Inform the subtenant(s) that at times Landlord will enter the premises to perform maintenance and, in some cases, notice of entry may go only to the primary tenant.
  - Make subtenant(s) aware of the University's strict policies regarding the downloading of copyrighted information from the Internet. If the primary tenant(s) lease an apartment with RESnet Internet access and the subtenant(s) downloads copyrighted information, the primary tenant(s)' RESnet access will be shut down.
  - Make sure that Internet (if not Harvard-provided RESnet), cable, or telephone payments are current to avoid interruption of service while the subtenant(s) occupies the apartment, if desired.

#### • Subtenant(s) responsibilities:

- If the subtenant(s) receives any Landlord notices directly, the subtenant(s) is responsible for delivering copies of the notices to the primary tenant.
- The subtenant(s) must comply with all terms outlined in the primary Harvard lease and Tenant Policies and Procedures, which can be found online at <u>www.huhousing.harvard.edu/apply/policies-and-procedures</u>.

- Rent:
  - Rental payments remain due and payable by the primary tenant(s) to Harvard University Housing throughout the sublet period. HUH will not assume responsibility for any financial arrangements made between the primary tenant(s) and the subtenant(s).
- Keys:
  - Key pick-up:
    - If the primary tenant is a new tenant who has not yet picked up the apartment keys the subtenant(s) can pick up keys at the Property Management Office during open office hours at the start of the sublet period. This is the only circumstance in which this is allowed. In this case a Key Pickup Authorization form, which can be found on <a href="https://www.huhousing.harvard.edu/living-huh/important-information-residents/key-pick-instructions">www.huhousing.harvard.edu/living-huh/important-information-residents/key-pick-instructions</a> and in your lease package, must be completed and returned with the sublet application.
    - If the primary tenant already has keys to the apartment: Key pickup must be is organized directly between the primary tenant(s) and the subtenant(s). Keys cannot be left for pickup at the Property Management Office. Harvard University Housing is not liable for any expenses incurred by the primary tenant(s) and/or subtenant(s).

#### o <u>Key returns:</u>

Your subtenant must return the keys directly to you at the end of the sublet period.
 Subtenants cannot leave the keys at the Property Management Office. Note: Primary tenant(s) may be charged a \$100 replacement fee if the keys are lost or not returned.

#### • Lockouts:

The signature of the primary tenant(s) on the Sublet Application will be deemed sufficient authority to permit Property Management to let the subtenant into the apartment in the event that the subtenant is locked out. There may be a \$50 after-hours lockout fee charged to the primary tenant(s). In the event that keys are lost or stolen, new keys will be provided to the subtenant and the primary tenant(s) may be charged a \$100 fee for key and lock replacement.
 NOTE: Subtenants are not allowed to purchase keys. Please see Housing Policies and Procedures for Harvard University Housing Tenants for details.

#### Graduate Commons Program

 Harvard affiliates and their families living in specific Harvard Housing properties are encouraged to participate in the intellectual, cultural, and social events offered through the Graduate Commons Program (GCP). This unique interdisciplinary program provides a "home away from home" by creating a respectful and vibrant community for our residents. This includes opportunities to network, collaborate across disciplines, and access Harvard faculty in a small group setting. Please be aware that residents are subject not only to all rules and regulations of the Graduate Commons Program, but also to the standards of conduct of their respective Schools. The Graduate Commons Program works with the Schools to promote student well-being. For more information, visit www.huhousing.harvard.edu/living-huh/graduate-commons-program.

#### • Common Room Reservations

Residents of 10 Akron, 5 Cowperthwaite, 29 Garden 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 or policies are violated, 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 www.huhousing.harvard.edu/living-huh/graduate-commons-program. Please note: Residents can only reserve common rooms in the buildings in which they reside.



# Harvard University Housing Sublet Application

HU Housing Sublet Address:					
	Rental Amount:				
Primary Tenants:					
Occupying premises for duration of sublet	Vacating for duration of sublet				
Name:	Email:				
HUID:					
□ Occupying premises for duration of sublet	— — — — — — — — — — — — — — — — — — —				
Name:	Email:				
	Phone:				
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	□ Vacating for duration of sublet				
Name:	Email:				
HUID:					
Subtenants:					
Name:	Email:				
HUID:	Phone:				
HUID:					
– – – – – – – – – – – – – – – – – – –					
HUID:					

We have read and agree to abide by the terms and conditions of the prime lease and the terms and conditions for sublet. We agree and acknowledge that in the event of any conflict between the provisions of the prime lease and our sublease agreement, the terms of the prime lease shall govern. I/We, the primary tenant(s), authorize Harvard University Housing Property Management to provide access to the leased premises to the subtenant(s) in the event of a lockout. We understand it is the responsibility of the primary tenant(s) to provide a copy of the lease and all related documents to the subtenant(s).

Primary Tenant Signature	Date	Subtenant Signature Date	
Print Name		Print Name	
Primary Tenant Signature	Date	Subtenant Signature Date	
Print Name		Print Name	
Primary Tenant Signature	Date	Subtenant Signature	Date
Print Name		Print Name	

#### For Office Use Only



# Harvard University Housing Authorized Occupant Form

If you wish to live in Harvard University Housing with your non-affiliated Authorized Occupant, please complete this form and submit it with your Sublet Kit. If a new authorized occupant will join you in the apartment during your sublet term (for example, 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 submit the Authorized Occupant Form in a timely manner will be considered a violation of your Sublet Application/Agreement. Please note that Authorized Occupants are not eligible to be named on the Sublet Application/Agreement. Total occupants must not exceed apartment occupancy limits.

#### 1. SPOUSE

I am in a marriage recognized as legal under Massachusetts State Law.

DATES OF OCCUPANCY

DATES OF OCCUPANCY

Name of Affiliated Subtenant's Spouse (print name)

#### 2. 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.

Name of Affiliated Subtenant's Domestic Partner (prin	t name)		
<u>3. IMMEDIATE FAMILY MEMBER (CHILD*, PARENT, SIBLIN</u>	<b>NG)</b> (print names)		DATES OF OCCUPANCY
Name of Affiliated Subtenant's Family Member	Relationship	Date of Birth*	
Name of Affiliated Subtenant's Family Member	Relationship	Date of Birth*	
Name of Affiliated Subtenant's Family Member	Relationship	Date of Birth*	
*Please list Date of Birth for children under 18 years old.			
4. AFFILIATED SUBTENANT'S NAME AND HARVARD UNIV	ERSITY HOUSING	ADDRESS	
Affiliated Subtenant's Name (print name)	Dates of Sublet Term		
Street Address / Apartment Number	City / State / Zip Code		
Please sign below to acknowledge the following: Author during the affiliated subtenant's sublet term and must cea acknowledge that the Harvard University Housing Office re authorized occupant listed on this form and to deny the ac	ise upon terminatic eserves the right to	on of the approved request evidence	sublet Application/Agreement.

The undersigned acknowledges receipt of the foregoing representations. Occupancy in the sublet unit remains subject to the terms and conditions of the approved Sublet Application/Agreement and applicable laws.

#### HARVARD UNIVERSITY HOUSING SUBTENANT

#### PRESIDENT AND FELLOWS OF HARVARD COLLEGE