Sublicensing Program – Sublicensee's Checklist

Before Beginning Your Search

- ❒ Review the sublicensing policies
- ❒ Confirm sublicense eligibility
- ❒ Obtain a SUNet ID
- ❒ Read the Residence Agreement for student housing policies
- ❒ Have written proof of Stanford affiliation available

Finding Sublicense Vacancies in Rooms/Apartments

- ❒ Make a list of questions to ask to help in making a decision
- ❒ View the vacancies:
  - o Stanford's Student Housing sublicense database
  - o Other housing advertising resources, if desired
- ❒ Read and print a copy of the Sublicense Agreement form
- ❒ If desired, post external ads:
  - o Housing Needed: SUPost and Craigslist
  - o Roommate Profile: Places4Students
- ❒ Check for new ads often, and do not delay in making inquiries

Finalizing Arrangements

- ❒ Complete sublicense agreement form
  - o Attach any addendums
  - o Provide proof of affiliation
  - o Confirm everything is legible
  - o Confirm Roommate(s) signature (if applicable)
- ❒ Confirm arrangements made with the License holder
  - o Payment
  - o Keys or Card Access
  - o Inspection

- o Cleaning
- o Damages
- ☐ License holder submits sublicense agreement form to Housing Assignments
- ☐ Receive an approval or denial of the sublicensing agreement via email

Before Arriving at Stanford

- ☐ Register your computer with Residential Computing
- ☐ Confirm your room (if in shared unit)

While You Are at Stanford

- ☐ Carry with you:
    - o License holder name
    - o Copy of the sublicense agreement, if possible
- ☐ Obtain a parking permit, if needed
- ☐ Report any damages while in housing
    - o Contact the Housing Front Desk for repairs during your stay
    - o Reimburse the license holder in a timely manner

Before Leaving Stanford

- ☐ Thoroughly clean the room/apartment
- ☐ Remove all perishable items
- ☐ Return license holder's belongings to their previous locations
- ☐ Remove all personal items
- ☐ Return keys to License holder
- ☐ Return parking permit for refund, if applicable