Sublicensing Program – License Holder’s Checklist

Before Advertising Your Room or Apartment

☐ Review the sublicensing policies
☐ Verify your contract dates in Axess
☐ Confirm your eligibility to offer your room or apartment
☐ Determine the date range your space will be available
☐ Be aware of any renovations to your building during the sublicense dates

Finding Someone to Sublicense Your Room/Apartment

☐ Post your sublicense vacancy
  ○ Stanford’s Student Housing sublicense database
  ○ Required verbiage for external advertising
☐ Read the Sublicense Agreement form
☐ Have your roommate(s) sign the sublicense agreement form
☐ Include a sublicense agreement addendum form if needed
☐ If this is a Gender-neutral housing assignment, attach the Sublicensing in a gender-neutral apartment addendum.

Before Finalizing your Arrangements

☐ Confirm the potential Sublicensee’s eligibility
☐ Confirm that the Sublicensee read the Residence Agreement
☐ Confirm any usage agreements regarding items left behind

Finalizing Arrangements

☐ Complete sublicense agreement form
  ○ Attach any addendums
  ○ Provide proof of current affiliation
  ○ Confirm everything is legible
  ○ Obtain Roommate(s) signature (if applicable)
Submit sublicense agreement form to Housing Assignments
  - Two weeks prior to agreement start date
  - Provide proof of the Sublicensee’s Stanford affiliation
  - Attach any addendums

Confirm arrangements made with the Sublicensee
  - Payment
  - Keys
  - Inspection
  - Cleaning
  - Damages

Receive an approval or denial of the sublicensing agreement via email.

Remove all postings from online systems, bulletin boards, newspapers, etc.

Notify your roommate(s), if applicable.

Confirm access to your building
  - If card access is required, contact your Housing Front Desk to arrange card access for the sublicensee.

Before Departing

- Clear space for the Sublicensee’s clothing and belongings
- Clean your room/apartment, and remove all perishable items
- If living in a shared unit, complete the **Sublicensed Room form** and post it on the outside of your bedroom door. This will assist any Housing Operations personnel and the sublicensee in identifying which room is yours.
- Make arrangements for your mail while away from campus

While You Are Away

- Pay your university bill
- Maintain your housing eligibility
- Forward relevant notices to the Sublicensee