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
Cleaning
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:
  - License holder name
  - Copy of the sublicense agreement, if possible
- Obtain a parking permit, if needed
- Report any damages while in housing
  - Contact the Housing Front Desk for repairs during your stay
  - 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