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

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 the Sublicense Agreement Form
  - Attach any addendums
  - Obtain copy of sublicensee’s photo identification
  - Provide current proof of Stanford affiliation
o Have Sublicensee complete the Stanford Affiliation Verification Form
  -Confirm everything is legible
  -Obtain Roommate(s) signature (if applicable)
o Confirm arrangements made with the Sublicensee
  -Payment
  -Keys and/or Building Card Access
  -Inspection
  -Cleaning
  -Damages
o Licensee Holder submits Sublicense Agreement Form and all other required paperwork (via email) at least 2 weeks before Sublicense start date.
o Receive an approval or denial of the sublicensing agreement via email.
o Remove all postings from on-line systems, bulletin boards, newspapers, etc.
o Notify your roommate(s), if applicable.
o Confirm access to your building
  -If card access is required, contact your Housing Service Center to arrange card access for the sublicensee.

**Before Departing**

o Clear space for the Sublicensee’s clothing and belongings
o Clean your room/apartment, and remove all perishable items
o If living in a shared unit, complete the Sublicensed Room Sign (under Procedures & Forms) 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.
o Make arrangements for your mail while away from campus

**While You Are Away**

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