

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

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

