

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 in:
 - Stanford's Student Housing sublicense database
 - Other housing advertising resources if desired
- Read and print a copy of the Sublicense Agreement Form
- If desired, post external ads
- Check for new ads often, and do not delay in making inquiries

Finalizing Arrangements

- Complete the Sublicense Agreement Form
 - Attach any addendums
 - Attach copy of photo identification
 - Provide proof of Stanford Affiliation
- Complete the Stanford Affiliation Verification Form
 - Confirm everything is legible
 - Confirm roommate(s) signature (if applicable)
- Confirm arrangements made with the License Holder
 - 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.

Before Arriving to Stanford

- Register your computer with Residential Computing
- Confirm your apartment/room with the License Holder

While You Are at Stanford

- Carry with you:
 - License Holder name and building/apartment assignment
 - Copy of the Sublicense Agreement if possible
- Obtain a parking permit if needed
- Report any residence damages
 - Contact the Housing Service Center for repairs during your stay
 - Pay your housing directly to the License Holder in a timely manner

Before leaving Stanford

- Thoroughly clean the room/apartment, leave in the same condition it was found in
- Remove all perishable items
- Return License Holder's belongings to their previous locations
- Remove all personal items
- Return keys and any building access cards to the License Holder
- Return parking permit for refund, if applicable to Stanford Transportation