



Key Pickup Authorization for Lease Starting on 7/11/2024 (date)

Ordinarily, keys are issued only to tenants whose names appear on the lease or an HUH-approved authorized occupant listed on the Harvard University Housing (HUH) Application and/or Authorized Occupant Form.*

If you require someone else to pick up your keys/key fob/access card (if applicable) for you, you must complete this form and return it, along with a photocopy of your HUID (or other photo ID) and a photocopy of the ID of your designee, to your Property Management Office via email. For contact information, visit <http://www.huhousing.harvard.edu/residents/welcome-and-arrival-information> and click the drop-down list to find your property.

The person you designate to pick up your keys/key fobs/swipe access cards (if applicable) must bring government-issued photo identification and a copy of the signed Key Pickup Authorization form to the Property Management Office for your building to pick up the keys/key fobs/swipe access cards.

For office hours, address, and contact information, refer to the Key Pickup Instructions included in this document package, or visit <http://www.huhousing.harvard.edu/residents/welcome-and-arrival-information> and select your property from the drop-down menu.

Please note that all lease documents must be signed and executed by the Harvard University Housing Leasing Office before keys/key fobs/swipe access cards will be issued. HUH reserves the right to deny your request if the legitimacy of this form cannot be verified.

This completed form will authorize a specific person to pick up keys/key fobs/swipe access cards for the designated address on the lease on or after the date the lease begins.

***Note:** Keys also are issued to HUH-approved subtenants listed on the Sublet Application form, but these keys must be returned to the Property Management office after the sublet period, not to you, the tenant. Do **NOT** use this authorization form for a subtenant. Refer to http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/Sublet_Pol_Proc.pdf for additional information.

My apartment address is Haskins Hall, 28-34A Irving Street, Cambridge, MA 02138, Unit 30-01.
(Print HU Housing apartment address as shown on your lease)

I authorize Elzbieta Kozlowski
(Print name of person)

to pick up my keys/key fob/swipe access card for me. I have attached a photocopy of my ID and that of my designee.

- I understand the person I authorize is expected to deliver the keys/key fobs/swipe access cards to me. Once keys/key fobs/access cards are issued, the Property Management Office will not accept them back from the authorized person.
- IF KEYS/KEY FOBS/SWIPE ACCESS CARDS ARE NOT RETURNED OR ARE LOST: I understand I may be responsible for paying a \$25 fee for each lost key/key fob/swipe access card or a \$200 fee if the door lock core must be replaced.

In consideration of Harvard's accommodation of this request, I hereby release and forever discharge Harvard and its affiliated schools, departments, divisions, and programs, from any and all claims, demands, damages, and liabilities whatever, arising out of such issuance of my apartment keys or of such granting of access into my apartment.

My signature below indicates my acceptance of and agreement with the terms above.

Signed: Patryk Kozlowski Patryk Kozlowski 6/20/2024
(Signature of tenant listed on the lease) (Print name of tenant listed on the lease) (Date)