


MGH LEASE GUARANTY PROCEDURE

1. The Research Fellow obtains information about the Lease Guaranty Program from their department, Mass General Research Intranet site or Professional Staff Benefits Office.
2. Prior to the issue of the Lease Guaranty, an Applicant will be required to demonstrate their eligibility by submitting the following documents to leaseguaranty@partners.org:
 - Your issued MGH Offer Letter
 - A completed and signed by the Applicant Indemnity Authorization;
 - A completed and signed by the Applicant Lease Guaranty Procedure;
 - Electronically signed by the Landlord Lease Guaranty. The Guaranty must indicate the Landlord’s full name, title, and e-mail. Premises field must contain its full address including the number of the apartment, city, and zip code.

Electronic signature example: 

3. After the Professional Staff Benefits Office receives signed Lease Guaranty and the Guaranty is also signed by the Mass General Research Institute, a copy of the executed Lease Guaranty will be emailed to the landlord and the Lease Guaranty is valid.

Terms and Conditions

1. The Guaranty is capped at \$7,000. Higher levels may be approved on a case-by-case basis.
2. Professional Staff Benefits cannot enter negotiations with individual landlords. The Guaranty must be acceptable "as is" to the landlord. Lease Guaranty participants are asked to notify the Professional Staff Benefits Office with objections they may encounter from landlords. These objections can then be considered when the program is re-assessed and possibly revised in the future.
3. MGH is making a guaranty to cover certain potential costs that the Tenant would otherwise be obligated to pay, MGH will only make payment to the landlord in cases where the tenant defaults on lease obligations. The guaranty does not relieve the Tenant from any lease obligation. The Tenant will reimburse MGH for any payments made by MGH to the Landlord on the Tenant’s behalf.
4. Tenant/Landlord issues are to be resolved by the Lease Guaranty participant and the Landlord. MGH will not become involved in negotiations with the Tenant and the Landlord. In general, payments to a Landlord will be made on demand (without any evaluation as to the validity of the claim) since the guaranty serves in lieu of funds that would otherwise be held by the Landlord. Payments made by MGH under the guaranty must be repaid by the participating Research Fellow.
5. The term of the Lease Guaranty is for one year with annual renewal rights. The Lease Guaranty document needs to be re-executed every year that the Fellow wishes to participate in the program. If the Lease Guaranty document is not renewed with MGH and the Landlord annually, the Guaranty no longer is valid.
6. The Lease Guaranty document becomes null and void if the applicant is no longer employed as a Research Fellow at MGH. The Research Fellow is required to notify Professional Staff Benefits Office when this takes place.

I agree to the above terms of the Lease Guaranty Program.

(Sign) _____
Print Name _____
Date: _____