Boston Children’s Hospital  
Lease Guaranty Program Overview  
For Residents & Fellows

**Purpose:** To ease the burden of high housing costs in Boston for residents (including interns), and fellows.

**How the Program Works:** The Landlord agrees to accept no more than $200 deposit from the resident/fellow. In turn, the resident/fellow authorizes Boston Children’s Hospital to deduct any fees (lesser of up to two months’ rent or $10,000) from the resident/fellow’s paycheck should the resident/fellow fail to reimburse the landlord for costs exceeding the $200 deposit. Reasons for costs may include breaking the lease, damages to the apartment, etc.

**Eligibility:** Residents/Fellows who are salaried through CHB

**Lease Guaranty Procedures:**
1) Resident/Fellow requests information either through Program Director or the HR Service Center
2) HR Service Center provides required documents to Employee
   - Lease Guaranty Program Overview for Residents and Fellows
   - Lease Guaranty Procedure – summary of required procedures, to be signed by resident/fellow to agree to the terms and conditions
   - Indemnity and Salary Deduction Authorization – the resident/fellow’s agreement for salary deduction to reimburse Boston Children’s Hospital for any costs paid to landlord
3) Resident/Fellow to submit the following:
   - Document demonstrating eligibility for program (e.g. acceptance letter into the program)
   - Completed and signed Indemnity and Salary Reduction Authorization Form
   - Signed copy of Lease Guaranty Procedure
   - Copy of Lease
4) HR Service Center completes Lease Guaranty Agreement and sends it to Resident/Fellow to obtain landlord’s signature.
5) Resident/Fellow returns one completed Agreement to the HR Service Center within 14 days of signing lease.
6) HR Service Center authorized representative signs and sends signed final copy to landlord and resident/fellow.

**Termination of Guaranty:** when resident/fellow is no longer enrolled in the Graduate Medical Education Program. It is the responsibility of resident/fellow to inform the HR Service Center.

For questions, please contact the HR Service Center at 617.355.7780 or via email to HRESC@childrens.harvard.edu.