



In order to use your Financial Aid or Student Loan Funds to pay rent, please complete the following steps:

1. Contact the Financial Aid Office at 603-862-3600 or financial.aid@unh.edu and inform them that you will be living off campus at a Madbury Properties apartment for the 2022-2023 lease term.
2. Complete a Landlord Release Form online <https://www.unh.edu/financialaid/forms> allowing a Financial Aid Counselor to send a letter to Madbury Property Management confirming you will receive a Financial Aid credit and approximately when it will be available.
3. Once the credit is available, contact the FA office and have the funds transferred into a personal bank account from which you can make rent payments. UNH will not send any money directly to an off-campus Landlord.

Often, these funds are not available to the student/resident until classes begin in September and payment for June, July and August must be made in the meantime. Here are a few options for making rent payments over the summer months:

1. **Pay June, July, and August rent out of pocket** and when student loans are disbursed (typically first week of September) the resident will pay themselves back with these funds.
2. **Locate a sublet for summer months.** We can provide a list of places to advertise as well as a sublet agreement. The responsibility of securing a sublet falls on the resident. The resident remains financially responsible for timely payments.
3. **Apply for deferred rent payments due to financial hardship** by writing a letter to ldawson@madburyproperties.com including the following information:
 - Why the student is unable to work and generate income over the summer
 - If the student is working, why the funds cannot be applied to their rent
 - Explain why the guarantor cannot temporarily take over rent payments
 - Agree to pay all rent due when they move into the unit for Fall 2022 semester
 - If they plan to pay using financial aid or student loans, they must agree to pay their rent through December 2022 once they receive the funds in September

Please Note:

- Some residents choose not to reside in their apartment over the summer months but rent payments are due whether or not the apartment is occupied.
- June rent cannot be deferred for any reason, this initial rent payment must be made to maintain your lease.
- Rent cannot be deferred after the due date.

Places to Advertise Subleasing/ Lease Replacements:

1. Facebook Class Pages
2. Durham Landlord Association: <http://durhamlandlordassociation.com/home/>
3. Craigslist (sublets/temporary): www.craigslist.org
4. UNH Off- Campus Housing List: <https://www.unh.edu/housing/off-campus>
5. www.rentcollegepads.com
6. www.zillow.com
7. www.trulia.com
8. www.places4students.com
9. **UNH IOL**; this company has a summer internship program where students will be looking for summer housing. Office space is located on first floor of North Building. These interns typically locate sublets through Craigslist ads.
<https://www.iol.unh.edu/>
10. **Liberty Mutual** Insurance in Dover, NH has summer internship program where students come from all over the country needing summer housing.
 - **Please do NOT contact Liberty Mutual office directly. They encourage their interns to search for housing on websites like Craigslist, Facebook, etc.**

**SUBLEASE AGREEMENT
GP MADBURY 17, LLC
Madbury Commons**

Tenant Rent Continuation during sublease:

1. I, _____, (*Tenant Name*) of 17-21 Madbury Road Apt.#: _____ agree to continue paying the full rent amount of \$ _____ per month due to GP Madbury 17, LLC during the sublet period of ___/___/_____ through ___/___/_____. Tenant acknowledges that they are responsible for all due rent payments even if Sub Lessee defaults on rent payments due to Tenant at any time during the sublease term. Tenant also acknowledges that any fees, fines, or violations imposed on sub lessee will be Tenant's responsibility to pay as fee will be posted to Tenant's resident account with GP Madbury 17, LLC.

Sub lessee Rent Amount during sublease period:

2. Sub lessee, _____, (*Sub lessee Name*), agrees to pay _____ (*Tenant*) rent in the amount of \$ _____ per month for the term of ___/___/_____ through ___/___/_____ for a total amount of \$ _____ due on the first of each month or in one lump sum payment. Sub lessee acknowledges that they will abide by all lease and community rules outlined in lease agreement documents

Security Deposit from Tenant or Sub lessee:

3. I, _____, (*Tenant Name*) agree to maintain my security deposit payment equal to \$ _____ on file with GP Madbury 17, LLC during the term of the sublease period and acknowledge that I am fully responsible for any damages, etc. that may occur during sublease occupancy. I am not requiring Sub lessee to pay a security deposit directly to me. I acknowledge that GP Madbury 17, LLC is **NOT** responsible for cleaning/ repairing unit prior to Tenant resuming occupancy. Tenant is responsible for completing move-in and move-out inspections of unit before and after sublease period and to report any damages to GP Madbury 17, LLC.

***If sub lessee is not paying an additional security deposit, then you are not required to complete next paragraph.*

4. I, _____, (*Sub lessee Name*) agree to pay a security deposit to _____, (*Tenant Name*) equal to \$ _____ that will cover the cost of any damages that may be made during the sub lease period. Tenant will be responsible for returning security deposit refund to Sub lessee within 30 days of sublease term expiration. Under no circumstance will GP Madbury 17, LLC be responsible for security deposit disputes or returns between these parties.

Sublease Fee (\$250) Agreement:

_____ (*Tenant Name*) is responsible for non-refundable sublease fee equal to \$250 due at time of sublease agreement signing to GP Madbury 17, LLC.

TENANT NAME: (PRINTED)

SUB LESSEE NAME: (PRINTED)

TENANT SIGNATURE:

SUB LESSEE SIGNATURE:

DATE:

DATE:

**GP MADBURY 17, LLC
LANDLORD SIGNATURE:**

DATE: