

Stahold Corporation  
226 W. Michigan Ave.  
Ypsilanti, MI 48197  
(734)662-4343

Resident  
Ypsilanti, MI 48197

Re: Cleaning Fee Expense  
Final Rent Payment

Dear Resident,

We understand that you will be moving out on or before August 17th and we would like to answer a couple of common questions residents often ask before they move.

- 1) How much is my rent payment for August? Your payment is the same amount as your previous monthly rental payments as outlined in the second paragraph of your lease. Basically, your rental rate was a lump sum amount calling for 12 equal monthly payments. Please make sure this payment is received by the 1st of August so you take advantage of your \$50.00 discount!
- 2) When will I get back my security deposit? Your security deposit as referenced in your lease will be returned less damages or unpaid rent within 30 days of move-out or lease expiration (which ever occurs last). Please make sure you provide us with written notice of your forwarding address within four days of move-out.
- 3) What is a cleaning Bonus? We pay a cleaning service a flat fee per unit to clean the apartments after you move out. We would be happy to pay this fee to you, should you choose to leave your apartment clean. This offer would allow you the opportunity to earn back a portion of the original cleaning fee (see the end of your lease) that was deducted from your security deposit at the beginning of your residency. Generally speaking, we will pay you back the amount of your original non-refundable fee (excluding a small admin/carpet steam cleaning fee) if you leave your apartment clean. We have enclosed a copy of the cleaning procedures to use as your guide to what we expect should you decide to save money and leave your apartment clean. Again, we would much rather pay you than our house cleaning service contractors who are extremely busy this time of year.
- 4) What will I get charged for? Things you might get charged for would be carpet stains or burns other than normal wear and tear. If you leave personal property items in you're unit that must to be

*removed. Of course the cost to repair any damages.*

*In closing we would like to thank you for staying with us and wish you every success in the future. If you have any questions, please feel free to call us.*

*Sincerely*

*Thomas Stachler*

*Manager*

*Enclosure*

# Cleaning Procedures

## Kitchen

### Stove

Clean oven with oven cleaner (Easy Off),  
Place newspapers on floor to catch foam.  
SPRAY OVEN the night before & let soak.  
Remove racks and clean with scouring pads, rinse and dry.  
Clean burner bowls, drip pans, rims in "409".  
Clean area around burners and under burner bowls with small amount of oven cleaner.  
Clean sides of stove with "409".

### Refrigerator

Defrost as necessary.  
Clean refrigerator inside, outside with "409".  
Leave refrigerator turned on. (Otherwise black mold will grow)

### Cabinets and Counter tops

Clean cabinet shelves, drawers, doors and counter tops with "409".  
Polish cabinet doors and fronts with Pledge.

### Floor

Clean vinyl floors ONLY with products designed for NO-WAX floors (Mop & Glow). Ceramic floors clean with ammonia and water.

## General

### Rugs

Do not clean carpet or attempt to remove spots or stains. Some rug cleaners actually set stains. We will steam clean your carpet.  
Vacuum carpet.

### Closets & Doors

Clean and dust. Clean mirrors on doors with window cleaner and paper towels.

### Windows and Mirrors

Clean windows with window cleaner and paper towels inside and out if possible.

### Dust

Dust window ledges, heat registers, Ceiling Fans, baseboards, and anything else that collects dust. Use dry rags first, if dirt remains, use moist rags and perhaps Spic & Span.

## **Bathroom**

*Ceramic Tub Tile-* Clean with Tilex and Scouring Pads. X-14 is stronger for heavier mildew stains in showers and tubs. (Spray on mildew while tile surround is dry being careful of the bleach in the solution so as not to track on carpet) Turn on exhaust fan and let set for 40 minutes. Rinse with mild soapy water.

*Soap Scum-* Use X-14 Soap Scum remover or other scum removers designed for this wax build up. Spray on and let set a minute to soften up residue then scrub and rinse.

Toilet

Let detergent remain in bowl for 15 minutes, use toilet brush to brush inside of bowl. For scratches caused from metal brush, flush toilet with wall water valve turned off to lower water level below scratches. Use scouring cleaner (Comet) and scouring pad on scratches. Clean outside of toilet with "409".

Floor

Ceramic floors (see ceramic tile)  
All other floors (no Wax) see kitchen floors.

Cabinets, Mirror, & Counter Tops

See General & Kitchen above.

## **Wall & Light Switches**

Use Solex, Spic & Span, or "409" to remove spots with up and down motion to prevent streaking.

Do Not Use Fantastic, it removes paint!

Soak tape from walls with hot water. (shouldn't be there in first place, tearing tape from wall will cause damage at tenant expense.)

## **Cleaning Supplies Needed**

Spic & Span  
Pledge  
Rags  
Soilex  
"409" Mop & Glow  
Paper Towels  
Sponge Mop  
Scouring cleanser  
Oven Cleaner  
Tilex (X-14)  
Scouring Pads (plastic except stove)  
Scum Remover (X-14 or The Works)  
Glass Cleaner

## **Move Out Date**

*Removal of all Furniture* and possessions plus your cleaning must be completed by move out date. Remember, partial cleaning does not mean partial refund/repayment, so please do a complete job. You will be charged for the removal of ANY personal property left in the apartment. Remember that you are jointly responsible for the common/hall space in your building and should be care not to damage the walls with your furniture if you do not wish to incur additional charges to be subtracted from your security deposit.

*Late Move Out's* will be charged double per diem rate and you may be liable for additional costs associated with new tenant move in procedures.

*Keys* and forwarding address should be placed in an envelope addressed to Stahold Corp. along with your building address and unit #, then returned in person or by separate arrangement (slide envelope with keys and new address under door after locking up) with Management permission.

Security Deposit

Make sure Management has your forwarding address within 4 days of move out so that deposit may be returned within 30 days of your lease expiration or move-out date (which ever is later) except by separate agreement. Our mailing address is Stahold Corp., 226 W. Michigan Ave., Ypsilanti, MI 48197. Our telephone number is 734/662-4343. You may also reach Tom on his cell phone @ 734/516-2000. Thank you!