

SUBLET LEASE BUNDLE

You have expressed an interest to sublet your unit. We have attached documents to assist you formalize an agreement with a sub-tenant. Please see attached and call us with any questions.

OVERVIEW

First you will want to place an ad in either the A2 News, school newspapers classified ads, or free on Craigslist.com etc to find a sub-tenant. Generally the prospect will pay you rent for 50-100% per month of what you owe on your lease. You will be responsible for any shortages or past due amounts to your landlord. Terms are negotiable. You can instruct them to send payments to the landlord or yourself. You can have them pay you up to 100% of your security deposit as well which you will hold and later settle with them within 30 days of their move-out date or lease expiration (whichever is the later per MI law). If you fail to provide them with a statement etc within that time frame you maybe liable for penalties and/or forfeit your right to subtract damages from their deposit.

To start, please review your tenant's application for credit worthiness and strength in Character and employment. For \$20. you can obtain a copy of the prospects credit history. Optionally, you can request the prospect pay this amount as an application fee. You will need to provide the credit bureau with an application signed by the applicant that gives permission to check their credit. Contact the Ypsilanti Credit Bureau for more information at 734-482-0445.

If they do not pay or damage the housing, you will be responsible to your landlord and will have to try and collect from your tenant on your own. If the application is accepted and acceptable terms are negotiated, then you will need to complete the sublet lease agreement and submit to the landlord for review as to form and acceptance. After the landlord signs the agreement you may then turn over the keys to your sub-tenant.

INSTRUCTIONS

1. Please send Completed application and sublease agreement to landlord for signature. If you have not already paid, please include a payment of \$75. payable to Stahold Corp. to process this paperwork. Send only originals.
2. Remember to have your lease with the landlord attached to your sublease agreement as both become one document.
3. Remember to use the gross rent per month payment (before the early payment discount of \$50) which is the format used on your original lease. Show the subtenant how the amount they agreed to will be \$50 less if they send their payment before the first of each month due. i.e.: if your net agreed to amount is 435/mth then you should write in \$485*. At the bottom of the sublet agreement should appear "**before early payment discount as provided on attached lease".

Call with any questions.

Tom Stachler
Stahold Corporation
226 W. Michigan Ave
Ypsilanti, MI 48197
Cell: 734-516-2000

SUBLET AGREEMENT

BEFORE PROCEEDING, MAKE SURE YOU HAVE REQUESTED PERMISSION FROM YOUR LANDLORD TO SUBLET. ALSO MAKE SURE DATES AND AMOUNTS MATCH THOSE FOUND IN ORIGINAL LEASE.

THIS SUBLEASE is made this _____ day of _____, 20____
between _____, hereafter known as Tenant and _____
_____, or Subtenant.

1. **Description of Premises:** Tenant hereby leases to Subtenant his/her interest in the premises located at _____ in the City of _____ for the term beginning _____ and ending _____.
2. **Rental Rate:** Subtenant agrees to pay the total rent of _____ * in _____ Monthly installments at the rate of _____ * per month, in advance, commencing _____ and payable to the Landlord, Stahold Corporation, on or before the first day of each month, leaving a balance of _____ per month to be paid by the Tenant.
3. **Security Deposit:** The Subtenant agrees to pay Tenant the sum of _____ on the _____ day of _____, 20____, which shall Secure the Tenant his/her share of the Security Deposit paid previously by him/her to Stahold Corporation. Subtenant specifically agrees that recovery of this interest in said portion of Security Deposit shall be had against the Tenant, and further agrees to hold the Tenant liable for Security Deposit Refund, per this agreement.
4. **Utilities:** The Subtenant shall pay the bills on the following utilities: _____, commencing at the starting date of the sublease.
5. Subtenant agrees to abide by the terms of the original lease between the Tenant and the Landlord, Stahold Corporation entered into on _____, a copy of which has previously been given to the Subtenant.

IN WITNESS WHEREOF, the parties to this lease affix their signatures on this _____ day of _____, 20____.

* Before Early Payment Discount of Fifty (\$50) Dollars per month as referenced in Original Lease.
Note: Make sure sub-tenant notes condition of unit at time of possession (suggest modifying original inventory/condition check list.

Tenant

Subtenant

New Local Address:

Permanent Address:

Home Phone

Home Phone

Work Phone

Work Phone

Future Permanent Address:

Permanent Phone

Landlord Notification and Acceptance of Sublease Agreement

Stahold Corporation By;

_____ Date: / /

Roomate(s) Approving Signatures of Subtenant Acceptance:

* Before Early Payment Discount of Fifty (\$50) Dollars per month as referenced in Original Lease.

Note: Make sure sub-tenant notes condition of unit at time of possession (suggest modifying original inventory/condition check list.

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 in August on the 17th of the month 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 (whichever 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!

CO-SIGNER AGREEMENT

This agreement is hereby made a part of the lease attached hereto dated _____ for _____ between _____, hereafter known as "Resident(s)" and Stahold Corporation hereinafter as "Landlord".

In consideration of Landlord leasing the above named premises as set forth in the attached lease to the above named Resident(s), I hereby guarantee all of the obligations of _____ undertaken in the executed version or any subsequent renewals or extensions of the above referenced lease. Signed and agreed to this _____ of _____, 20____.

By;

Co-Signer Signature

Print Name

Address & Zip Code

Phone number

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____

Print Notary

Notary Public _____ County, _____

My commission expires _____ of _____, _____.

Lease Disclosure

Lease

Page _____ of _____

LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

PROPERTY ADDRESS: _____

The residence at this address was constructed after January 1, 1978. (Seller must initial one.)

_____ **YES** _____ **NO** _____ **UNKNOWN**

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards in the housing (explain):

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

_____ (b) Records and Reports available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based hazards in the housing (list documents below):

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgement (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgement (initial)

_____ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852 d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge that the information they have provided is true and accurate.

Lessor _____ Date _____ Lessor _____ Date _____

Lessee _____ Date _____ Lessee _____ Date _____

Agent _____ Date _____ Agent _____ Date _____

Read this Application Agreement Carefully, No Promises or Representations Other than those Contained Herein Shall Be Binding Upon the Landlord or Applicant.
Use Separate Application for each Applicant or Co-signer. Note Deposit refund restrictions on the reverse side.

RESIDENT APPLICATION

DATE ____/____/20__

Building Address: _____ Rent * \$ _____ per mth. \$ _____

Apt. # _____ Floor Plan _____ Date Rent to Start _____ Pro-ration: From ____ To ____ \$ _____

Lease from: _____ thru _____ Do you own a Pet? ___Yes ___ No Application Deposit _____

Do you own a motorcycle? ___ Yes ___ No Do you smoke? ___ Yes ___ No Other _____

You are applying as a prospective ___ Tenant or ___ Co-Signer Total \$ _____

BALANCE DUE - Cashier's ck./ Money order please \$ _____ less Application Deposit received (____)

INFORMATION AND REFERENCES

APPLICANT'S NAME _____ DATE OF BIRTH _____

SPOUSE'S NAME _____ DATE OF BIRTH _____

PRESENT ADDRESS _____ CITY, STATE & ZIP _____ PHONE _____

LENGTH OF TIME AT PRESENT ADDRESS? _____ (CHECK TWO) ___ APT. ___ HOUSE ___ OTHER ___ RENT ___ OWN

IF LESS THAN 5 YEARS LIST PREVIOUS ADDRESS _____ YOUR EMAIL ADDRESS _____

PRESENT LANDLORD NAME & ADDRESS _____ PHONE NUMBER _____

OTHER OCCUPANTS TO LIVE WITH YOU: NUMBER _____ NAMES AND AGES _____

SCHOOL YEAR AND MAJOR _____ SPORTS OR ACTIVITIES OF INTEREST _____

EMPLOYER NAME & ADDRESS	POSITION	START DATE	INCOME	PHONE
APPLICANT				
CURRENT:				
PREVIOUS				
SPOUSE				
CURRENT				
PREVIOUS				

DRIVER'S LICENSE # & STATE	SOCIAL SECURITY #	MAKE & YEAR VEHICLE	LICENSE PLATE
APPLICANT:			
SPOUSE:			

CREDIT REFERENCES (Bank loans and additional previous Landlords preferred)

BANK _____ BRANCH _____ SAVINGS ACCT. # _____ CHECKING ACCT. # _____

NAME & ADDRESS	ACCOUNT #	PHONE	ACCOUNT STATUS
1) _____	_____ / _____	_____	OPEN ___ CLOSED ___
2) _____	_____ / _____	_____	OPEN ___ CLOSED ___
3) _____	_____ / _____	_____	OPEN ___ CLOSED ___

PERSONAL REFERENCES

NAME & ADDRESS	PHONE NUMBER	RELATIONSHIP
1) _____	_____ / _____	_____
2) _____	_____ / _____	_____
3) _____	_____ / _____	_____

PERSON TO NOTIFY IN CASE OF EMERGENCY Address _____ Phone _____

_____ / _____

THE ENSUING CONDITIONS AS SET FORTH ON THE REVERSE SIDE HEREIN SHALL BE CONSIDERED A CONTINUATION OF THIS APPLICATION AS THOUGH THEY WERE EMBODIED HEREIN,

AND APPLICANT'S SIGNATURE BELOW ATTESTS TO THEIR ACKNOWLEDGEMENT AND ACCEPTANCE OF SAME.

*After early payment discount

If made a condition of the lease because of insufficient credit references, could you provide a parent to guarantee your lease payments ? ___Yes ___ No

Management

Applicant

Spouse

RECEIPT OF APPLICATION DEPOSIT SET FORTH IS HEREBY ACKNOWLEDGED. SAID DEPOSIT WILL BE RETURNED TO APPLICANT LESS AND CREDIT CHECK EXPENSE INCURRED BY LANDLORD AT HIS OR HER PRESENT ADDRESS CONTAINED HEREIN WITHIN 15 DAYS IF THIS APPLICATION IS NOT GRANTED, OTHERWISE PAYMENT SHALL BE RETAINED AND APPLIED AS INDICATED. SAID APPLICATION DEPOSIT WILL NOT BE REFUNDED IF APPLICANT REQUESTS RETURN AFTER TWO (2) DAYS FROM DATE OF THIS APPLICATION.

The Landlord will either accept or reject this application within three (3) business days from date of same. If accepted, the application deposit specified will be converted to and credited towards Applicants Security deposit as called for in applicants final lease only after both the completion of a separate signed final lease and occupation of those leased premises. Applicant understands that the final lease will contain a non-refundable processing and cleaning fee of \$199. that will be charged at the beginning of the lease and subtracted from the application deposit with the balance to be used for the Security deposit as agreed to and referenced above. If this application is rejected, the application deposit will be returned to the applicant hereby waiving any claim for damages by reason of non-acceptance of this application, which the Landlord may reject without stating any reason whatsoever for so doing.

Application deposit will be retained as liquidated damages if applicant decides to cancel their reservation or cancels their lease prior to occupancy.

Due to the nature of the student rental market, applicant realizes that time is of the essence and that Landlord has a limited marketing window in which to attract quality applicants at market rates for the next school year. For this reason applicant agrees that the deposit given herein is given so that Landlord will reserve a specific rental unit for them for the next rental season as referenced on this application. Applicant further agrees that once this application is accepted, their requested unit will be reserved for them and their application fee will not be refunded. Landlord agrees not to deposit the application deposit into their account until acceptance of this application by Landlord or if a credit check expense is to be incurred by Landlord. Applicant acknowledges that they have inspected the rental unit they wish to lease and found it to be acceptable. Applicant states that they have been given a copy of Landlords Standard Lease Agreement and found it satisfactory in form and for use in the final Lease Agreement between Landlord and Applicant which they agree to complete within 30 days of acceptance hereof along with payment of any balance due on the application deposit as referenced herein.

The undersigned further understands that this is an offer to rent and does not imply acceptance of the application for rental by the owners. No tenancy is created by this application until a lease in form satisfactory to Landlord is duly executed by Landlord and Applicant.

Possession (and/or keys) will not be given to applicant until and after the following criterion have been satisfactorily met:

- a. This application has been checked and approved by the Landlord.
- b. Balance due as aforementioned has been paid only by cashier's check or money order.
- c. Applicant executes Landlord's Lease Agreement, but if applicant, with Landlord's consent, occupies the premises prior to the execution of the lease, applicant shall be a month to month applicant, or applicant for a one year period, at the Landlord's sole discretion, and shall be subject to all of the terms, conditions, rules and regulations hereinafter set forth, as well as the terms, conditions rules and regulations contained in Landlord's Lease Agreement.

No lease, written or verbal, has been given or granted to said applicant covering the above premises and no agreement contrary to the terms hereof or in any way relating to such tenancy, alleged to have been made between Landlord and applicant at any time subsequent to the date hereof, shall be binding upon either, unless in writing, duly signed by both. Applicant agrees to provide a person to guarantee their lease payments that are satisfactory to Landlord should Landlord so request as a condition towards approving this application to lease. It being further understood that all future receipts issued by said Landlord to said applicant for rent paid at any time in the future are subject to the terms and conditions of this agreement in like manner as though incorporated in said receipt.

It is understood and agreed that Landlord may change the rules and regulations at this development from time to time as Landlord deems necessary. No Pets and No Motorcycles shall be maintained or parked on the premises without the express written consent of the Landlord.

Quotations in this application are subject to change in the final lease agreement based upon increased utilities, taxes and/or operational costs. In the event Applicant's rental rate should increase on the final lease agreement for one of these reasons, applicant shall have 5 business days from written notice of same by Landlord to reject the increase upon which landlord will refund their application deposit in full within 15 days. Failure by applicant to give written notice within the specified time shall constitute acceptance of the rental rate adjustment.

All rents are due and payable on or before the first day of the month for which they are payment unless otherwise noted in Landlord's Lease Agreement. All rentals and any other amounts due hereunder may only be paid by check or money order: Neither the manager nor any agent or employee has the authority to accept cash in payment of said rentals and other amounts.

All Landlord payments will be made payable to the order of :

STAHOLD CORPORATION, 226 W. MICHIGAN AVE., YPSILANTI, MI 48197 (734) 996-0000

Applicant certifies to be of legal age to sign legal documents pursuant to laws of the State of Michigan. Applicant hereby makes this application to rent an apartment in the above development and certifies the answers to this application are correct. Applicant acknowledges receipt of a copy of this completed application and that any untrue statements in this application or in the lease shall be grounds for default and immediate eviction at the discretion of the Landlord. **Furthermore Applicant authorizes verification of References and other information provided in this application** with their employer, landlords and to request and received a credit report consistent with all applicable federal and state laws, regulations of national and local credit reporting sources . No warranty is made as to the accuracy or completeness of any data give in response to this request nor is any liability to arise from these disclosures or report.

Your completed Application and Check should be dropped off at the Front Desk IN AND ENVELOPE for Tom Stachler at REAL ESTATE ONE, 555 BRIARWOOD CIRCLE, ANN ARBOR MI 48108 (734) 662-8600

“YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND PENALTIES ADHERENT TO THAT FAILURE.”