



339 S. 6th St.
Mascoutah, IL 62258

- Property Management
- Property Maintenance
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In order that we may return as much of your security deposit as possible, this move-out letter describes how your home should be left and what our procedures are for returning your security deposit.

We expect you to leave your home in the same condition it was when you moved in.

To help you, here’s a list of items you should thoroughly clean before moving:

- ✓ Floors-
 - Sweep & mop all floors.
 - Vacuum carpets and rugs
 - Carpet cleaning will be taken out of your security deposit.
 - Windows
- ✓ Walls, baseboards, closets, ceilings, and built-in shelves wiped down.
- ✓ Clean kitchen cabinets (inside/out) countertops and sink, stove and oven- (inside and out.)
- ✓ Refrigerator –Clean inside and out, empty food, and then turn it off. Leave the door open.
- ✓ Bathtubs, showers, toilets, sinks, vanities, Medicine cabinet and plumbing fixtures (inside/out).
- ✓ Doors, windows, and windowsills, & coverings cleaned.
- ✓ Yard--make sure grass is cut and weeding done. (If applicable)
- ✓ Yard—make sure snow has been removed from driveway & sidewalks. (If applicable)

Comments:

If you have any questions as to the type of cleaning we expect, please let me know

Please do not leave anything behind: that includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies, or other items.

Do not forget to be sure that you have:

1. Disconnected phone and utility services
2. Canceled all newspaper subscriptions.
3. Sent the post office a change of address form.