

## Osborn Homes, Inc.

100 Regency Centre  
Collinsville, IL 62234  
Ph: (618) 346-7878  
Fax: (618) 346-7877

In order to receive your deposit you must provide a 30 day written notice to our office and have resided in the unit for 1 year (unless a 2 year agreement was signed). All carpets must be **professionally steam cleaned**. All utilities must be finalized and paid for. **You must return your keys and garage opener remotes (if any) to our office upon your vacancy. You are still held responsible for the unit until those items are returned** . Upon vacancy our staff will do a walkthrough of your unit and inspect the following, but not limited to:

- \_\_\_\_\_ KEYS/REMOTES RETURNED
- \_\_\_\_\_ FURNACE FILTER REPLACED
- \_\_\_\_\_ LIGHT FIXTURES
- \_\_\_\_\_ BLINDS
- \_\_\_\_\_ SINKS/FAUCETS
- \_\_\_\_\_ WINDOWS
- \_\_\_\_\_ SCREENS
- \_\_\_\_\_ KITCHEN CABINETS & TOPS
- \_\_\_\_\_ RANGE/RANGE HOOD/DRIP PANS
- \_\_\_\_\_ MICROWAVE
- \_\_\_\_\_ REFRIGERATOR
- \_\_\_\_\_ RESTROOM CABINETS
- \_\_\_\_\_ TUBS
- \_\_\_\_\_ TOILET
- \_\_\_\_\_ TRIM & BASE
- \_\_\_\_\_ DOORS
- \_\_\_\_\_ FRONT DOOR
- \_\_\_\_\_ VINYL FLOORS
- \_\_\_\_\_ CARPET
- \_\_\_\_\_ GARAGE
- \_\_\_\_\_ TRASH INSIDE & OUTSIDE PICKED UP
- \_\_\_\_\_ OUTSIDE AREA CLEAN

**\*\*\*DO NOT FILL NAIL HOLES\*\*\***

Please be sure to leave your forwarding address with our office upon your vacancy. Your deposit will be mailed to you minus any damages or past due charges. A detailed bill will be included to explain any charges if applicable. If you have any questions, please contact the office.

Sincerely,  
Osborn Homes, Inc.