

Osborn Homes, Inc.

7700 Stonebridge Golf Dr.

Maryville, IL 62062

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.