



ADDRESS:
Connection Rentals, LLC
P.O. Box 104 • Glen Carbon, IL 62034
EMAIL: manager@connection-rentals.com

MOVING OUT / DEPOSIT RETURN

In order to have your deposit returned, you must provide a 30-day written notice of your move to our office and have resided in the unit for one year (unless you had signed a two-year agreement). 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.

CHECKLIST

Upon vacancy, our staff will do a walkthrough of your unit and inspect the following, but not limited to:

- KEYS AND REMOTES (RETURNED)
- FURNACE FILTER (REPLACED)
- WINDOWS
- BLINDS
- SCREENS
- SINKS AND FAUCETS
- KITCHEN CABINETS AND COUNTERTOPS
- RANGE, OVEN, RANGE HOOD, DRIP PANS
- MICROWAVE
- REFRIGERATOR
- BATHROOM CABINETS
- TUBS
- TOILETS
- TRIM & BASE
- TILE
- VINYL FLOORS, FLOORING
- CARPETING
- LIGHT FIXTURES
- DOORS
- FRONT DOOR
- GARAGE
- TRASH INSIDE & OUTSIDE PICKED UP
- OUTSIDE AREA CLEAN

PLEASE DO NOT FILL NAIL HOLES

To receive the deposit, you must leave your forwarding address with us upon your vacancy. The deposit will be mailed to you minus any damages and/or past due charges. A detailed bill will be included that will explain any charges, if applicable. If you have any questions, please contact us.