* **Property Management**
* **Property Maintenance**
* **Phone: (618)233-1222**
* **Fax: (618) 566-2556**
* **E-mail:sspropmgmt@yahoo.com**



 **339 S. 6th St. Mascoutah, IL 62258**

 **Move-Out Letter**

 , 20 (Date)

 (Tenant)

 (Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone #)

Dear ,

We wish to inform you that (I/We) are moving out on .

In order that we may return as much of your security deposit as possible, the move-out information 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.

**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.

Sincerely,

Clara

Landlord/Manager