



Move-In Guide

Welcome Home! This move-in guide is here to help make your move-in smooth, organized, and stress-free. Please review each step and reach out with any questions you may have.



Before Move-In Day

- Lease Signed
 - Your lease must be fully executed prior to move-in.
- Payments Completed
 - All required payments must be received before keys are released. (Security Deposit, First Month's Rent, Other fees, etc.)
- Utilities Transferred
 - All tenant-responsible utilities must be in your name effective by move-in date. (Review your lease for applicable utilities)
- Insurance Arranged
 - Renters insurance is strongly encouraged to protect personal belongings.
 - Liability to Landlord insurance is required. (Review lease for insurance requirements)



Move-In Day

- Key Pickup & Welcome Packet
 - Arrange a pickup day for your keys and welcome packet by contacting the office.
 - Your welcome packet & keys may be picked up any time during the week of your move-in date. (you may not access the unit until your actual move-in date)
- AppFolio Tenant Portal Setup
 - If you haven't already, it is strongly encouraged to setup your tenant portal. This will be the primary communication method by Pathways for tenant communications and notices.
- Complete the Check-In Condition Sheet
 - Your Welcome Packet includes a standard check-in condition sheet.
 - Carefully inspect the unit, noting any defects, damages or deficiencies. Taking photos is recommended.
 - Return the Check-In Sheet and any supporting photos to our office or by email to info@pathways-properties.com within 7 days.
 - **KEEP COPIES FOR YOUR RECORDS**



Maintenance & Communication

- Submit maintenance requests promptly.
 - Maintenance requests must be received in writing and/or communicated directly to Pathways staff.
 - Preferred Methods of Reporting
 - AppFolio Tenant Portal
 - Maintenance Reporting Line: 715-233-8554

Prompt reporting helps us respond quickly and protect the condition of your home. In the event of an urgent issue or an emergency, the Maintenance Reporting Line shall be used. Contact any emergency services as needed, immediately.