

Move-Out Instructions



As your time with us comes to an end, we want to take a moment to sincerely thank you for choosing to make Pathways Properties your home. To ensure a smooth transition, we have outlined the move-out process below. Please review these details carefully and let us know if you have any questions.



Please ensure the property is left clean, sanitary and rent ready condition. The followings items should be included but may not be limited to:

- Vacuuming all carpeted areas & mopping all hard surface floors
- Cleaning all kitchen appliances, rangehoods, countertops & cabinets
- Sanitizing & cleaning all bathroom fixtures, showers, toilets, vanities, etc.
- All windows, blinds, baseboards, light fixtures, etc. shall be cleaned.
- Removing all trash and personal belongings from the premises.
- Replacing all burned out light bulbs, batteries, stove drip pans and other consumables that may have been used during tenancy.
- When applicable, ensure grounds and lawns are mowed and free of any pet excrement.
- Report any damages or deficiencies that have gone unreported.
- Refer to your Tenant Handbook for a complete list of Cleaning/Move-Out expectations.

- **Key & Access Items:** All keys, garage remotes, and access cards must be returned to the property managment office upon vacancy. Please coordinate with us to arrange return. (A dropbox is available for after hours drop offs. Keys must be labeled.)
- **Utility Disconnection:** When applicable, ensure that all utility services (electric, water, gas, internet, etc.) are transferred or disconnected as of your lease-end date. Please provide confirmation of final utility payments where applicable.
- **Mail/USPS:** To ensure proper delivery of your mail, setup your mail forwarding in advance as their may often be delays with the Post Office. Any mail that is delivered to the unit after move-out, will be turned into the Menomonie Post Office.
- **Check-Out Inspection:** We will conduct a Check-Out inspection to assess the condition of the property and address any concerns.
- **Security Deposit Refund:** The security deposit will be processed within 21 days of lease-end date. Any necessary deductions for damages or unpaid balances will be documented and communicated to you. It is the tenants responsibility to provide a forwarding address for the deposit returns or the current address on file will be used.
- **Showings:** Once notification of move-out has been given, we will begin marketing your unit immediately. Please ensure your property is in show condition for prospective tenants.



All move-out task should be completed by your move-out date to avoid delays in processing your security deposit return. If you need clarification or assistance during this process, please do not hesitate to reach out. If you intend to vacate the unit prior to your lease end date, please communicate that to us as soon as possible.