



NEW RESIDENT MOVE-IN INSTRUCTIONS

Pathfinder Property Management is pleased that you have chosen to lease from us and welcomes you as a resident to your new home. This guide is designed to help assist you in making your move-in day go as smooth as possible. Please take a moment to review this list.

- **Move-In Date:** NOTE: Any changes to the move-in date on your lease will change the pro-rated rent amount. Also, any changes are based on prior approval and availability of the property.
- **Deposits and First Month's Rent:** Rent, security deposits, pet deposits and administrative fees can all be paid through the www.pathfinder.managebuilding.com tenant portal. We will set up a personalized account as soon as the lease agreement is signed. All initial security deposits are due within 24 hours of lease signing. All rents and other fees (such as our administrative fee) or pet deposits are due before the move-in date as stated on the lease agreement.
- **Keys, remotes, etc:** All issued items be available upon move-in. Most garage or gate remotes, and miscellaneous items will be left at the property & you will be notified where to find them. Please include them on your inventory & condition form. In most cases we will also have a third-party company contact you to schedule a time to rekey all the locks and provide you with new keys to all exterior doors. HOA Registration Fees and Amenity Fees will be the responsibility of the Tenant to deliver and pay to the HOA within 7 days of move in. Documents for HOA registration/amenity access are included in your lease agreement and are available at your online portal site.
- **Utilities:** Remember, ***you will need to have ALL utilities connected and placed in your name prior to move-in, effective the first day of the lease agreement.*** PPM will be providing the Property Utility Information form which lists all the current utility service providers for your new home.
- **Renter's Insurance & Current Pet Records:** Copies of these items required by move-in. Renter's insurance must list Pathfinder Property Management (or landlord if property is owner managed) as "additional interest" on the certificate of insurance.
- **Move-In Inspection:** As you agreed in your lease agreement, a move-in report will be conducted for your property within 7 days of move-in. A copy is available at your online portal for future reference.

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date