

LIBERTY PROPERTIES.INFO

Email Info@LibertyProperties.INFO

Post Office Box 2225 * Auburn, Alabama 36831 * 334-821-1600 Fax 334-821-1616

TO: Parents, Students &/or Families
Cottages at Ross Park – Auburn, Alabama

RE: Residential Lease **Move-In Appointment** August 15

It will soon be time to move into the residence that you have rented for this upcoming year. You will need to contact our office for all rental concerns (check-in, maintenance, sub-leasing, etc.) or contact us through our website **www.LibertyProperties.Info**

Beginning August 15, we will be checking residents into their residence, which entails a **thorough walk-thru** which will take approximately **1 hour**. Due to the number of residents moving in at this time, we are asking that you **contact us after July 15 to schedule an appointment**. We will only do a walk-thru with the first resident or residents. **I would suggest that all residents of a unit call each other to find a time that would be convenient for everyone**. If this is not possible, only the first resident/residents to arrive should schedule an appointment and complete this thorough walk-thru. In addition, we encourage parents of student residences to be present at this initial walk-thru. We will have a **temporary office located at Ross Park** to meet for your appointment. Look for banner. **Each resident must sign for their key to the residence, so please do not plan to have one person pick up the keys for all of the residents**. Our main office will be closed from August 5 – August 15 to prepare our properties.

Please be aware that **a full month's August rent will be due by August 15**, regardless of the date you move into the unit. This covers August rent for the beginning of lease term as well as August rent for the end of lease term. If you are not scheduled for an appointment to move in on August 15, rent may either be mailed or delivered. **Beginning September 1** please be aware that all rental payments are due in full on the first day of the month and will be considered late after the fifth of each month. The following addresses should be of assistance to you throughout the year:

Mail to: Liberty Properties
P. O. Box 2225
Auburn, AL 36831

Deliver to: Liberty Properties
318 N. College St., Suite B
Auburn, AL 36830

Liberty **requests your patience** during this time of year. Approximately 15,000 students move every August in Auburn. Property managers have only a few days to prepare units for move in. Our property managers and maintenance crews are working day and night to clean, paint and carpet clean. A majority of repairs such as blinds, appliance, plumbing, drywall, window glass, carpentry, cabinets, hvac are all done at this time. During your scheduled move in, you and our property manager will do a thorough review for any items missed. A 7 day check in maintenance form will be left for these items and other items you will find during your initial 7 days. Please do not give Liberty this form until 7 days after check in. Maintenance crews usually complete the check in repair form items by month end and are more efficient by doing all items at once rather than doing individual repair calls. **Again, please be patient.**

We hope we can be of service to you during the upcoming year. For your convenience, Utility information is located at www.LibertyProperties.Info under the residential tab at the Auburn, Alabama property you have leased. If you have any questions or concerns, please do not hesitate to contact this office. Thank You!