

# **LIBERTY PROPERTIES**

**Email [Info@LibertyProperties.Info](mailto:Info@LibertyProperties.Info)**

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

Dear Past Tenant:

We would like to thank you for leasing with Liberty Properties this past year. Enclosed you will find your security deposit refund check. We hope that you are satisfied with your refund, however if you are not we ask that you keep the following items in mind:

- All tenants were given written move-out instructions.
- All tenants were asked to schedule a move-out inspection of their unit with a representative from Liberty Properties prior to their move out date. If you chose not to do this, think before you ask for special consideration after the fact. Remember that all leases are joint and several. If you have a roommate who owed rent, maintenance charges, etc., the summary shows charges collectively and you should contact your roommates for reimbursement.
- If you have questions or dispute the charges, your first step is to write a letter stating the item you are questioning. Please be specific with the item/charge in question. We will respond in a timely manner.
- If you are still not satisfied with our response, we will set up a meeting with you to discuss the refund. The meeting will be held in our office during normal business hours. Inspection reports and other documentation will be available for your review at this meeting.  
\* **There will be only one meeting per address.** Communicate with your former roommates. Fax/Email/Mail a request for a meeting. In the request, suggest the day of the week and time that would best suit your group. Give names and phone numbers so that a property manager can schedule an appointment with your group.
- Only those whose signatures are on the lease or guarantors may request additional information or a conference.
- October 15 or 60 days after end of lease term is the last day to fax/email questions or request a conference. Records will be stored after that date.
- Questions regarding the enclosed deposit refund can be mailed to P. O. Box 2225, Auburn, AL 36831, faxed to our office at 334-821-1616 or Emailed to [Info@LibertyProperties.info](mailto:Info@LibertyProperties.info) **NO TELEPHONE CONVERSATIONS WILL BE HELD REGARDING DEPOSIT REFUNDS.**

Again, thank you for leasing with Liberty Properties and we hope you find your security deposit refund satisfactory. Be sure to keep our email address for future housing references.

Sincerely,  
LIBERTY PROPERTIES