

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, sub-leasing, etc.), submit maintenance requests through your tenant portal 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 15th to schedule an appointment**. Only one walk-thru inspection will be conducted. **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** which is where you and your group are to meet for the move in appointment. Look for the temporary office banner. Prior to your move in inspection, each tenant should have already paid rent online so they can sign for their key. **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 for move in.

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 (August 15-31) as well as August rent for the end of lease term (August 1-14 of lease ending year). If you are not scheduled for an appointment to move in on August 15, rent may be paid online by eCheck 24/7 for free by logging into your Tenant Portal at www.LibertyProperties.Info and clicking under Tenant. You need your email address and a password to activate your portal. Then add the 9-digit bank routing number and checking account number located on the bottom of your checks. Then click one time payment or recurring payment. It's that simple! It's easy and convenient. If you would like another person given access to your portal to make online payments, please forward their name, title, email address and cell number to Info@LibertyProperties.Info.

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.

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 10 day check in maintenance form will be left for these items and other items you will find during your initial 10 days. Please do not give Liberty this form until 10 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 below as well as on our website 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 our office.

Again, we thank you and look forward to having you as Residents for the upcoming year!

UTILITY INFORMATION

Auburn City Water Board

1501 W Samford Ave
Auburn, AL 36832
(334) 501-3050

Alabama Power

1699 S College St
Auburn, Alabama 36832
(800) 245-2244

Cable Options:

Charter Communications

1990 Mall Blvd
Auburn, AL 36830
(888) 438-2427

Wow Cable

3371 Skyway Drive, Suite 130
Auburn, AL 36830
(334) 521-7000