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

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

It will soon be time to move into the residence that you have rented for this upcoming year.

We begin preparing units in another neighborhood on August 5. **We are not in our office during this time**, so we ask that you contact us via email at Info@LibertyProperties.info. We understand there may be a desire to move into your residence before August 15. However, there is no way for us to determine if this is achievable until that day arrives. We ask that you please be patient with us during this time and know that if it is possible for you to move in early, we will reach out to you and let you know. When your apartment is ready for move-in, you will receive a text message informing you when your apartment is ready. We will do our best to get you in as early as we can on the 15th. At that time, there will be a folder left on your kitchen counter. Inside this folder will be your keys, 10-day maintenance check-in form, alarm instructions and neighborhood information.

Our main office will be closed from August 5-15 to prepare our properties for move in.

Please be aware that **a full month's rent will be due by August 15**, regardless of the date you move into the unit. This covers August rent for the beginning of the lease term (August 15-31) as well as August rent for the end of the lease term (August 1-14 of the lease ending year). Rent must 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 the email address you put on your application, as well as the password you chose when signing your lease. Then add the 9-digit bank routing number and checking account



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number located on the bottom of your checks. Then click one-time payment or recurring payment and input your payment information. It's that simple, easy, and convenient! If you have trouble accessing your Tenant Portal during this time, please send us an email and we will reset it for you.

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, maintenance crews and outside vendors are working day and night to repair, clean, paint and replace or clean your carpet. The majority of repairs such as blinds, appliances, plumbing, drywall, glass, carpentry, cabinets, HVAC, etc. are done at this time as well. Before your move in, property managers will do a thorough inspection of your apartment and note anything missed. A 10-day check-in maintenance form will be left in a folder on your kitchen counter for those items and any other items you find in your initial 10 days. Please do not give Liberty this form until 10 days after your Lease starts. It is more efficient for maintenance to come through all at once rather than doing individual repair calls. In the event that you have an emergency (for example, water flowing, HVAC not working) please submit a maintenance request via your Online Portal and/or call our office at 334-821-1600 and select the emergency line if after 5pm.

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. If you have any questions or concerns, please do not hesitate to email us.

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



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UTILITY INFORMATION

Auburn City Water Board

1501 W Samford Ave

Auburn, AL 36832

(334) 504-3050

www.AuburnAlabama.org

Alabama Power

1699 S. College St.

Auburn, AL 36832

(800) 613-9333

(800) 245-2244

www.AlabamaPower.com

Cable Options:

Spectrum

2740 Enterprise Dr.

Opelika, AL 36801

(888) 406-7063

www.Spectrum.com

WOW Cable

Auburn, AL 36830

(866) 376-7003



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www.WowWay.com