



LIBERTY

TO: Parents, Students and/or Families

RE: **Cottages at Ross Park August 15th Move-In Instructions**

It will soon be time to move into the residence that you have rented for this upcoming year! Please be sure that all security deposits, and rent balances have been paid prior to your move-in date. In addition, please be sure all utilities have been activated prior to your move-in date. Should you need to contact our office for any rental concerns you are welcome to email us at **Info@LibertyProperties.Info** or log into your Tenant Portal at **www.LibertyProperties.Info** for payments, service requests and documents.

Your residence will be ready for move in on **August 15th**. You will be able to pick up your keys and move in folder at our office, 318 N College St. from **10am-2pm**. When you arrive at our office to pick up your keys, along with having your rent and deposit balance paid, you will be required to show proof of utility activation (Alabama Power and Auburn City Water). Prior to your move-in, we will have performed a walk through inspection of the entire premises. The move-in folder that you receive will contain your door keys (these open your storage door as well), a mail key, security system instructions, and a "10 Day Maintenance" sheet. We are preparing many units in a short window of time and strive to make sure everything is repaired before move in day. However, should we miss something, we will be glad to correct it! Should you find any items in need of repair, please list them on your 10 day maintenance sheet and return it to our office **10 days** following move in. This will help our staff operate as efficiently as possible by allowing maintenance to make all corrections within your unit at one time.

We understand there may be a desire to move into your residence on an earlier date. However, there is no way for us to determine if this is achievable until that day arrives and our vendors have completed their work. 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. **If you have not been contacted prior to your move in date, then your unit is Not ready for early move in.**

****Our main office will be closed from August 5th – August 15th to prepare our properties for move in****

With the exception of August 15th from 10am-2pm for key pick up only

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 lease term (August 15th-31st) as well as August rent for the end of lease term (August 1-14 of lease ending year). Rent may be paid online by eCheck 24/7 by logging into your Tenant Portal at www.LibertyProperties.Info and clicking "Tenant", then "Tenant

Portal". You will need your email address and a password to access your portal. You will then proceed to *"Payments"*, 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 phone number to the email below. **All payments must be made online.** No paper checks accepted. You can also request a reusable cash payslip to pay your rent at any Walgreens, CVS or Walmart 24/7.

Download our mobile app and access your online portal located in attachment below for easy payments, fast maintenance direct to our technicians, and 24/7 access to your documents.

Beginning September 1, please be aware that your rent is due in full on the 1st of each month and is late after the 5th. A 10% late fee will be applied to the balance on the account at that time.

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 these units for move in. Our property managers and maintenance crews are working day and night to repair, clean, and paint these properties. A majority of repairs such as blinds, appliance, plumbing, drywall, window glass, carpentry, cabinets, hvac are all done in this time. Please be patient with us and know that we will do everything we can to make your move an easy one!

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!

Sincerely,

Lindsey Robinson/Allyssa Milner
Residential Property Managers
334-821-1600
Info@libertyproperties.info

UTILITY INFORMATION

Auburn City Water Board

1501 W Samford Ave
Auburn
(334) 501-3050

Alabama Power

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

Cable Options:

Spectrum

2740 Enterprise Dr
Opelika, AL 36801
(888) 438-2427

Wow Cable

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

ACCESS YOUR ONLINE PORTAL
FROM THE MOBILE APP!



Online Portal by AppFolio



Easy Payments

- + Pay your rent or dues instantly
- + Set up auto-payments
- + Enable push notifications



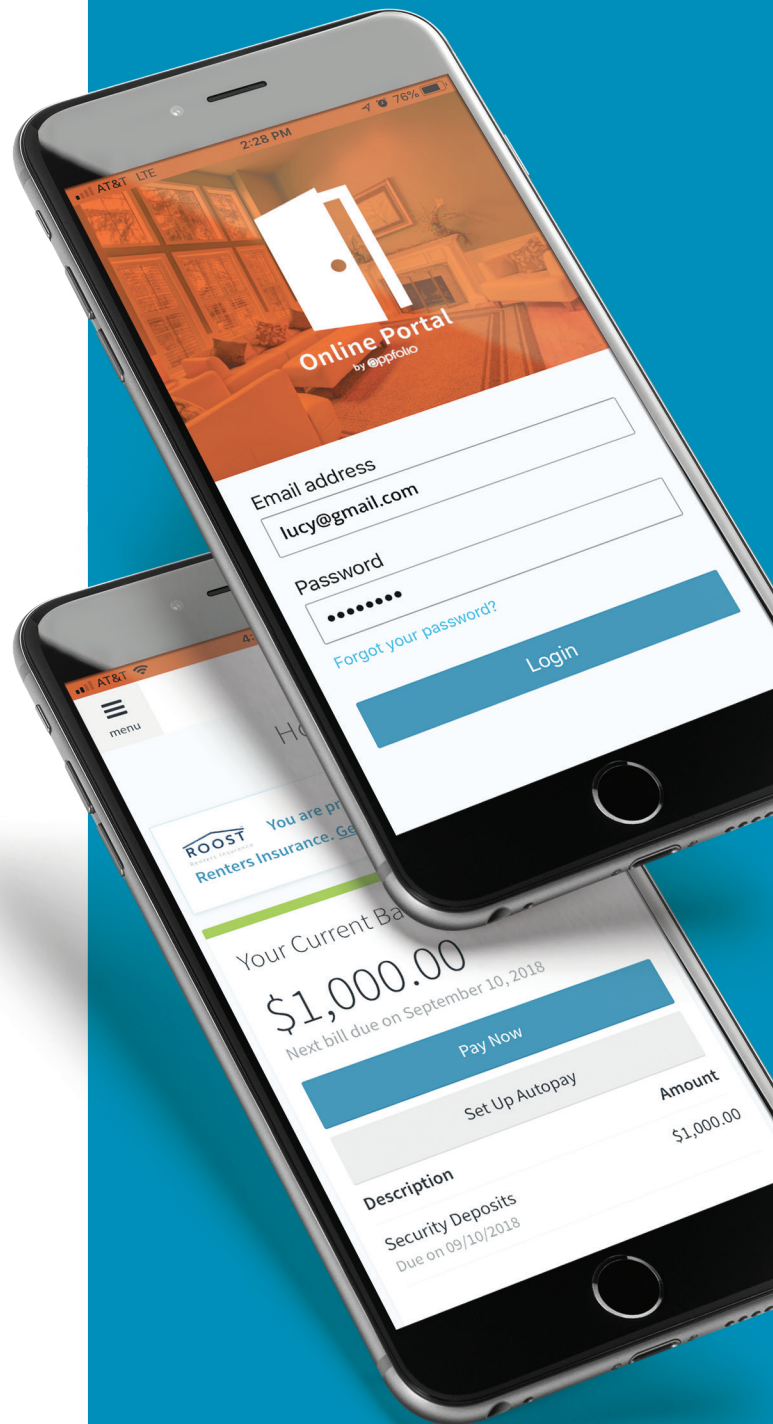
Fast Maintenance

- + Submit maintenance requests (+ photos) easily
- + Monitor the status of your requests



24/7 Access

- + View or download your lease
- + Access important documents from anywhere
- + Stay logged in for instant access



Download: [Online Portal by AppFolio](#)



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