

TO: Parents, Students &/or Families  
Northpointe, 405/407 Opelika Road, Court Square – Auburn, Alabama

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

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](http://www.LibertyProperties.Info)**

Beginning August 11, 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 **set up at Northpointe, 1103 Northwood Drive** to meet for your appointment. **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.**

Please be aware that **a full month's August rent will be due by August 11**, regardless of the date you move into the unit. This covers August rent for the beginning of lease term as well as the August rent for the end of lease term. If you are not scheduled for an appointment to move in on August 11, 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

We hope we can be of service to you during the upcoming year. For your convenience, Utility information is located at [www.LibertyProperties.Info](http://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!