



Liberty Square Apartment Transfer Packet

Note: If you are moving out or renewing your lease for the same apartment, you can disregard this packet

Hi everyone! We're so happy that you're staying a part of our Liberty Fam for another year. We're glad that we were able to help you transfer apartments and the time has almost come!

Make sure you read through this packet as it will answer all your questions about transferring to your new apartment

You do **NOT** need to

- Submit your forwarding address on your resident portal
- Turn in your key fob to the office
- Show up to the leasing office on August 7th

You **DO** need to

- Read this packet fully
- Read all emails and texts that come from Liberty Square in August
- Have all your belongings moved out of your original apartment into your new apartment by Tuesday, August 11th at 5 pm.

Transfer Timeline

August 1st

Rent for your new apartment is due (the amount might be lower or higher than what you have been paying depending on if you switched floor plans)

August 7th – August 9th

Management will begin preparing your new unit for your move-in. While we do our best to fully turn over all apartments before you move in, we cannot guarantee a fully complete apartment before you move in, and work may still be done in the days/weeks following your transfer. Please prepare for this the best that you can.

August 10th - August 11th

You will receive your apartment code on August 10th at 9:00 am. You have until August 11th at 5:00 pm to move all items from your old apartment into your new one. Everything **MUST** be moved to your new apartment by 5:00 pm on the 11th.

August 11th

To check out of your old apartment, you must email pictures of said clean apartment to libertysquare@redstoneresidential.com before of by 5:00 pm MTD time. Management will assess the pictures to determine if you will be charged a failed cleaning check fee. Please note that failure to email pictures by 5:00 pm MTD will result in a **\$75 fee**. The fee is final and cannot be disputed.

1. We expect 2-3 clear pictures of your bedroom.
2. Pictures of your bathroom, one of your vanity area with cupboards and drawers open, and your shower area with your toilet seat open and shower curtain open.
3. Pictures of your kitchen including open cupboards, drawers, and fridge
4. Pictures of the living room area. (Management will assess the pictures to determine if you will be charged a failed cleaning check.

