

WELCOME TO LIBERTY SQUARE!

We are SO excited you're considering Liberty Square as your new home! Heads up: we fill FAST. 🔥 In past years, we've filled up in as little as 24 hours, so time is of the essence. This packet will guide you through every step of the leasing process. Please review this carefully, have everything ready, and move quickly to lock in your spot! 🙌

Please note: Liberty Square is **NOT BYU APPROVED FOR FRESHMAN**. If you are a freshman, we'd still love to have you, but you will need to get a petition from BYU. You can do so here:

<https://housinginfo.byu.edu/>

⚠ Important: if you choose to sign a lease here as a freshman without an approved petition, a denied petition will NOT release you from your signed lease. Please do not proceed until you have an approved petition in hand. We do not want you to sign a lease you are obligated to fulfill but can't live in.

Step 1: Complete the Application

To secure your spot, you can start your application online anytime at the link below. **We do not accept applications for 2027-2028 until January 2027.**

On our priority list for early leasing? Keep reading!

☀ Before we open public leasing, we will send YOU an application invitation via email. Watch your inbox and act fast! 📧 Your invitation will include a strict deadline to complete your application. [Join here!](#)

Once you receive your application or start one on the website, the following is the full process:

You must:

- **Complete the application:** Fill out all required sections and pay the application fee of **\$100.00** (non-refundable) and security deposit of **\$400.00** (fully refundable at the end of your lease)
 - <https://chooseliberty.com/liberty-square/apply/>
- **Undergo and pass screening:** Your application will be reviewed based on the following criteria:

Application Requirements

To qualify for the lease, you must meet our standard credit and income requirements:

- **Credit Score:** 650 or higher.
- **Monthly Income:** At least 2.5 times the monthly rent.

If you do not meet these requirements, you may still qualify through one of the following options:

Guarantor (Cosigner) Option:

- Add a guarantor who will be financially responsible for your lease.
- The guarantor must pay an application fee of **\$100.00** and pass a background check.

Double Deposit Option:

- Pay a double deposit of **\$800**. This deposit is fully refundable at the end of the lease, provided there are no damages, unpaid rent, or excessive cleaning fees. If you would like to proceed with this route, please contact the office to manually push this through.

Guarantor Waiver Option:

- Pay a monthly guarantor waiver fee in place of adding a guarantor. The amount depends on your lease (for example, \$55/month). More information on this option is coming soon.

You must complete the application and be approved before moving to the next step. Don't wait! If your application isn't completed by the deadline, we will move on to the next applicant. **Please make sure there is no hold on yours or any guarantors credit when you submit your application!** This will significantly delay the screening process.

Step 2: Signing the Lease Agreement

Once your application is approved, you will receive the lease agreement to review and sign. Lease signing has a strict deadline too! ⌚ If your lease (including any guarantor signatures) isn't signed in time, we will move on to the next applicant. Guarantors (if applicable) must also sign the lease.

Log in and complete your lease in the gray box that says "already have an account" at this link:
<https://chooseliberty.com/liberty-square/apply/>

Step 3: Paying Fees and Deposit

After your lease is approved, you must pay the following fees:

- **Administrative Fee:** A one-time fee of \$100.00 charged to your account for processing your lease. This is non-refundable
- **Security Deposit:** Either \$400 (standard deposit) which is typically paid during application or \$800 (double deposit if applicable; first half typically paid during application).

Both fees must be paid in full within 48 hours of your lease approval. You can access the website with the link listed here: <https://libsquare.residentportal.com/auth>

Prorated insurance for August tends to be added ahead of time. Please note that this charge is not due until August 1st, but you are welcome to pay ahead of time. If you are wanting to opt out of our insurance coverage, please look over the insurance policies outlined further in this packet.

Step 4: Checking In

To officially move in, you must check in at the Liberty Square Leasing Office on or after your lease start date during office hours. You will receive several emails leading up to move in about what move-in day will look like!

At check-in, you will receive:

- Apartment code and amenity fob.
- Confirm parking permits (if applicable and purchased separately).

Important: Parking passes are assigned on a first-come, first-served basis or through the waitlist. If you would like a parking spot, you will need to purchase a permit through the office.

Parking Information

Parking Registration will open the summer before Move In! Registration emails will be sent out in waves based on when you signed your lease, so signing early pays off! Spots go fast. 🏃

Parking prices will remain the same for the upcoming contract: \$60/month for above ground and \$75/month for below ground.

Rent Responsibility

In addition to base rent, **utilities (\$60 per month), communications (Wi-Fi, \$25 per month for 2026–2027 leases; \$30 per month for 2027–2028 leases), and trash valet (\$7 per month for 2026–2027 leases; \$8 per month for 2027–2028 leases) are due.** Three additional fees, Renter's Liability Insurance, Personal Liability Insurance, and Boom Credit Lift, are also charged monthly but can be opted out of by following the guidelines provided in this packet.

Utilities will remain at a flat rate of **\$60 per month for 2027–2028 leases.** Starting with 2027–2028 leases, we are also upgrading our Wi-Fi to 2 gigs per apartment, with coverage for every resident across the whole property! 📶

Liberty Square does not prorate rent.

Our rental agreements consist of 12 equal installments, not including monthly insurances and Credit Lift charges. The **first installment is due on August 1st,** with subsequent payments due on the first of each

month until July 1st of the following year. This ensures a consistent payment schedule, with each installment representing 1/12th of the total lease term.

Installment Charges: Rent, utilities, parking, and Wi-Fi (communications) are classified as installment charges. Insurance and Credit Lift are considered monthly charges, resulting in a total of 13 installments from August 2027 to August 2028.

Prorated insurance for August tends to be added ahead of time. Please note that this charge is not due until August 1st, but you are welcome to pay ahead of time.

Boom Program

\$9.99/month

Boom is a service that reports your on-time rent payments to all three major credit bureaus, helping you build credit just by paying rent each month. On average, residents see their credit score increase by 28 points in the first two weeks, with even higher gains for those starting with lower scores. Enrollment happens automatically, but if you prefer not to participate, you'll receive an email with the option to opt out within 7 days of your lease beginning. You can also email hello@boompay.app to opt out at any point.

Insurance Information

You cannot opt out of Insurance until you receive your room assignments which will be sent out in early summer, usually about May.

\$15.00/month

If you want to opt out of the coverage provided and find your own, we recommend you check your parents' policy to see if you are covered. We need to see that you have a policy that covers liability up to \$50,000.

If you get insurance from a third party (including your parent's), the policy must contain the following:

- a. \$50,000 limit of liability
- b. List the Liberty Square as an additional interest/certificate holder/interested party address - 556 N 400 E, Provo, UT 84606
- c. List POPIC-Redstone as an additional interest - POPIC-Redstone, 665 W 17th St, Costa Mesa CA 92627
- d. Upload the policy/declarations page to opt out via <https://redstone.confirminsurance.com/>

Information regarding insurance can be found on Page 2, 30 (Declarations Page), and 34 of your lease! Please feel free to email us with any additional questions at:

Questions regarding erroneous charges – Redstone@popicllc.com for questions relating to why your account was charged if you have received an approval.

Questions regarding the status of their policy – Redstone@popicllc.com for questions relating to the status of your insurance policy.

Personal Contents Insurance

\$7.00/month (optional)

Residents may opt into personal contents insurance for \$7.00 per month. **This coverage is optional, but we strongly encourage it: the required monthly insurance only covers Liberty Square's property, not your personal belongings.** More information regarding this will be sent out and added to this packet once finalized.

Failure to Complete the Process

Deadlines are strict and spots go fast. If you miss a deadline or don't complete the leasing process for any reason:

- Liberty Square has no obligation to hold the unit, and we will move on to the next applicant.
- Your application/admin fee will not be refundable. You must email us your forwarding address in order to receive your deposit refund.

Contact Us

Heads up: during leasing season, our phones are EXTREMELY busy. We're talking 5 phone calls a minute (not even joking)! 📞 The best way to reach us is by text. Our business is exactly why we put this packet together: so, your leasing process can be as seamless as possible. If you have any questions during the leasing process, don't hesitate to reach out to the Liberty Square Leasing Office:

- **Email:** libertysquare@redstoneresidential.com
- **Phone:** 801.374.7900
- **Text:** 435.253.6402

We can't wait to welcome you home to Liberty Square! Don't wait. Apply today and lock in your spot!

