

Showing Instructions

Your lease agreement authorizes Liberty Management, Inc. to show the property for rent the last 30 – 60 days of your lease. (Please refer to your lease agreement). We will place a sign in the yard, and place a lockbox on the property and begin showing the property to prospective residents.



If you cannot be present at the time of showing, agents will use the key in the lockbox.

We use electronic iBoxes that record date, time and the identity of the key holder who accesses the property. A lockbox is a locked container in which a key to the property is placed. The lockbox can be opened by licensed real estate agents thereby enabling Liberty Management representatives and cooperating agents to gain access to the property.

You may withdraw your authorization to allow a lockbox on the Property by providing written notice to Liberty Management and paying the Landlord a fee of 1 month's rent as consideration for the withdrawal. Liberty Management will remove the lockbox within a reasonable time after receipt of the notice of withdrawal and payment of the required fee. Removal of the lockbox does not alleviate your obligation to make the property available for showings.

Whether or not you authorize a lockbox to be placed on the Property the Landlord may show the property at reasonable times to prospective tenants (see Paragraph #14 of your lease agreement). **Tenant understands that failure to allow reasonable showings as well as keeping the Property "showable" during this time constitutes default of the lease, and the security deposit, in its entirety, can be forfeited for this reason.**



We use Centralized Showing Service (CSS) the nation's premiere residential real estate showing service to Notify you of showings. CSS will also record who is showing the property and the approximate time they are showing it. CSS will

give you a courtesy call to inform you of each showing. A courtesy call means that they will give you a call but if they cannot contact you, the agent will still show the property. CSS will call the phone number that you have on file with the office to notify you of the approximate time when agent will be showing the property. If you would like CSS to contact you at another number, please call us immediately so we can properly notate it in our records.



CSS will ask you if you accept or decline the showing. CSS will not remind you that there is a charge for any showings you decline. CSS will only record if you accept, deny or cancel showings.

There is a fee for each denied, canceled showing or property is unable to be accessed for showings. (Please reference your lease agreement).

Please do not lock the keyless deadbolt on the front door. Also if you use a security system, call the office to confirm that we have the correct security code.

The Lease Agreement requires you to secure your pets or remove them from the property if they would interfere or prohibit showings. Tenants will be charged trip charges or can even lose their deposit if they prevent or prohibit showings.

Please do not allow any prospective residents in your home unless they are accompanied by their real estate agent. Refer them to the office to see the property.

Protect your credit and your rental history by avoiding having an eviction filed against you for noncompliance.

For more information like showing hours check our Showing FAQs at www.libertymgt.net