



THE ALBEMARLE

c/o Property Management Services, Inc.
1340- G Ben Sawyer Blvd.
Mount Pleasant, SC 29464

Move- In Procedures

We would like to welcome you to The Albemarle! As you know, parking is at a premium; therefore we ask that you follow the following move-in procedures to allow for your move to be as smooth as possible.

- 1) Contact Lisa Landy or Lona Vest, The Albemarle Association Managers, to schedule your move- in date. The managers must be notified at least seventy-two (72) hours in advance of the move- in. They can be contacted at (843) 881-5459 or lisa@charlestonpms.com / lona@charlestonpms.com. A \$300.00 **refundable** fee must be paid to the Association prior to move- in.

No move-ins are to take place on any Saturday or Sunday, or on any national holiday recognized by the United States Government.

- 2) Please notify your moving company and advise them that the moving trucks must park on the Croghan Spur side of the building and use the front entrance to the building.
- 3) Please deposit your move-in boxes in the recycling bins located in the resident's parking garage. All boxes should be broken down. Recycling instructions are posted above the bins.