



# 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, The Albemarle Association Manager to schedule your move- in/out date. The manager must be notified at least seventy-two (72) hours in advance of any move. Lisa can be contacted at (843) 881-5459 or [lisa@charlestonpms.com](mailto:lisa@charlestonpms.com)  
A \$300.00 **non-refundable** moving fee is to be paid to the Association prior to moving. This fee helps to defray the cost of wear and tear to the common area that frequently occurs during moving.

**No moves 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 moving boxes in the recycling bins located in the resident's parking garage. All boxes **MUST** be broken down. Recycling instructions are posted above the bins.