



ADAMS PROPERTIES

Welcome to the neighborhood !! We would like to offer a few helpful hints to make your move in as smooth as possible.

UTILITY PHONE NUMBERS:

South Carolina Electric and Gas: 554-7234

BellSouth/AT&T: 780-2355

Comcast Cable: 554-4100

SCHOOLS:

Whitesides Elementary School: 849-2838

Moultrie Middle School: 849-2819

Wando High School: 849-2830

WATER:

Water is paid for by ADAMS PROPERTIES. Due to the fact that our water bill is approximately \$4,000.00 per month, we would really appreciate your cooperation in conserving it and by reporting any plumbing leaks as soon as possible. We do have a car washing station on the property located in front of the big oak tree across from the office. We would like for you to wash your car there and **not** at any other faucets on the property. This faucet is on our irrigation meter which does not cost us as much. If you are interested in getting free reversed osmosis water, there is a water station located in Mt. Pleasant at the Whipple Rd. sports complex. You need to take your own 1 or 5 gallon empty water bottles.

MAIL: Mail is delivered mid afternoon each day. If you have an item to mail, place your envelope in the back of your mailbox with the stamp showing. When the mailperson opens the back of the box to put your mail in he will see the unposted stamp, and will take it. Some of the mailboxes have a outgoing mailslot in them which can also be used.

GARBAGE and RECYCLING:

Garbage pick up is bright and early **Tuesday** morning. Please place your trash can out by the road on Monday night and we will return it to your patio as soon as pick up is complete. Recyclables are picked up every other **Tuesday**. Please place **only** bound newspapers, office paper, magazines, clean aluminum and steel cans, clean plastic and glass bottles, and empty motor oil bottles with the lid on, in your blue bin. **Please secure your recyclables so they will not blow all over the property.** You may put paper items in brown paper bags. If you would like a calendar for our recycling schedule, call 720-7111 or visit www.charlestoncount.org, or you can call the office to check the schedule. If you miss the recycle pick up there is Recycling Center behind East Cooper Lock and Safe in the Kmart shopping center. Cardboard boxes used in moving may be placed out on the curb with your trashcan for Tuesday morning pick up. There will be make-up days on select holidays. Please contact them to see which holidays apply.

PEST CONTROL:

Corrective Measures sprays all of townhouses on the *second* Tuesday of every other month. If you have problems with insects in between visits, call our office and we will make arrangements to have your unit sprayed.

GROUNDS:

We make a real effort to keep the grounds free of litter on a daily basis. *Please* be considerate of our efforts and pick up after yourselves and teach your children to do the same. Cigarette butts are litter and make a real mess when they are run over by the lawnmower. Please don't throw them on the ground.

INSURANCE:

We require that you buy renters' insurance to cover the contents of your apartment. Our hazard policy does not cover your personal belongings in the event of a natural disaster, break in or maintenance problem. It only covers the buildings and common areas.

AIR CONDITIONING and HEAT:

In the summer close 2 of your air vents downstairs to help cool your apartment more efficiently. In the winter, do the opposite and close 2 of the vents upstairs. This helps your unit run more efficiently because cold air falls and hot air rises.

AIR FILTERS:

Air filters will be changed by maintenance as needed. If you need a filter in between visits, call the office.

MAINTENANCE REQUESTS:

When you have a maintenance request you may either call the office or put your request in writing and drop it in the mailslot in the office door. Please attempt to get your request in as early as possible in the morning to insure that it will be taken care of that day if it is urgent. Emergency maintenance requests (air conditioning, refrigeration, water heater, major plumbing) will be taken care of immediately. Routine maintenance will be taken care of as soon as possible.

PETS:

Cats must be neutered and current on vaccinations. Their litter box must be maintained on a daily basis. If during pest control or maintenance pet damage is reported, appropriate action will be taken by the management.

ADAMS PROPERTIES is family owned and operated. It is in our best interest to serve our tenants well. Our office is open 9:00am to 5:00pm, Monday through Friday. Someone is always on call on the weekends and holidays. If you have any problems