



**LIVING:** AMERICAN  
TOBACCO

## American Tobacco Move-out Procedures

To ensure a safe and easy move-out from your apartment, we ask that you please abide by the following- rules and policies:

- Please alert ATC Security to your move-in at least a week prior via our online work order system – [CLICK HERE](#); if you have an issue submitting your request please contact Shawn Olender at 919-744-3575 or via email at [solender@cbc-raleigh.com](mailto:solender@cbc-raleigh.com)
- Please park your moving vehicle in front of the YMCA Cage located adjacent to the Noell and Old Bull Buildings. There are designated Load-in spaces. If these spaces are occupied please call ATC Security to assist with vehicle placement: 919-433-1563.
- Do not block any sidewalks, walk-ways or handicap accessibility with your vehicles or furniture.
- Please do not prop open front doors to the residential building. As you take items from the lobby to your vehicle please close the door behind you for the safety of yourself and your fellow residents.
- Please make sure not to block any doorways or elevator access as you load items from the lobby.
- If you have any issues the day of please contact ATC Security at 919-433-1563.
- Please note that the entrance to ATC does have length and height restrictions – any vehicles larger or longer than a standard box truck may have specific needs, etc. that need to be cleared with the City. Please alert us if you think your vehicle may have special needs.

Best regards,

Shawn Olender

