



On _____ Redi Carpet has been scheduled to replace the flooring in your unit. You or your agent must be present at the time of installation. To help Redi Carpet with an efficient and professional installation, we ask for your cooperation in completing the following required steps prior to the arrival of the installation crew:

1. All items that can be moved to areas not to receive flooring will help ensure a smooth installation.
2. All clothing, shoes, and other items must be removed from lower closet rods and floors.
3. All knick-knacks and all other breakable items must be removed from tables, furniture, desks, etc. to an area of the apartment where flooring is not going to be installed.
4. China / books / etc., must be removed from cabinets / bookshelves that will need to be moved.
5. You must disconnect and remove all electronic equipment such as stereos, TVs, and computers. The installer will not disconnect, reconnect, or move any electronic equipment.
6. All beds need to be stripped of linens. Waterbeds must be drained and moved (a bathtub is an excellent place to store).
7. Disassemble furniture that requires disassembly. Resident is responsible for reassembly.
8. All aquariums must be moved by the resident to an area not requiring floor covering. Installers will not move aquariums.
9. Resident will remove or put in a secure place all cash, jewelry, and other valuables from the apartment prior to installers' arrival. Redi Carpet is not responsible for unsubstantiated claims of missing items.
10. Large or unusual items such as pianos, glass or marble tables, large beds, antiques, and other expensive, delicate, and irreplaceable items must be moved by resident.
11. While care is taken in moving items, small nicks, dents, and scratches may occur. Redi Carpet cannot take responsibility for repairs when reasonable care has been used.
12. Paintings, clocks, and/or other wall items need to be removed and placed in a secure area.
13. Pets should be removed from the apartment or restrained in an area where flooring is not being installed. Redi Carpet is not responsible for pets getting out.
14. Replacing carpet and hard surface flooring is a construction activity and may create dust and debris. Cover all electronic items and furniture that will not be removed from the unit during the installation. Clean all horizontal surfaces the same day the installation is completed and vacuum all carpeted areas.

This form must be signed and returned by email prior to installation. If the above requirements are not met, the installer will not be able to start the installation and a \$100 trip charge will be assessed.

By signing below, the resident acknowledges and agrees with the above requirements. The resident agrees that Redi Carpet will not be held liable for broken, damaged or missing items resulting from non-compliance.

Property Name

Property Agent Signature Date

Resident Name

Resident Signature Resident Contact Number

Resident Street Address

Unit # City