

OCCUPIED INSTALLATION RELEASE FORM



Property Name _____
Installation Date _____
Unit Number _____

Dear Resident:

Congratulations on your new Southwestern Floors installation! Please read the following instructions and acknowledge that you understand your responsibilities. If you have any questions, please call us.

****THIS FORM MUST BE SIGNED AND FAXED BACK 24 HOURS PRIOR TO INSTALLATION****

Please do the following prior to installation:

- Remove all items from the area to receive new flooring.
- Installation can cause extensive dust, please cover items you wish to keep clean.
- Anything fragile must be stored safely out of the area.
- We will not move: Breakables, vases, knick knacks, clothes, shoes, glassware, wall hangings, pictures, aquariums, animal litter, food dishes, refrigerator contents, plants, personal items, jewelry, cash, collectables, CD's, electronics, waterbeds, pool tables, pianos, musical instruments or any unidentifiable objects.
- We will not disassemble: beds or bed frames. We will not move broken furniture, antiques or excessively heavy furniture.
- Units with pets must have the pet confined to a room not receiving new flooring. If pet(s) is left in a room, please indicate with a note on the door which room not to enter. We will not be responsible for loss of pets.
- Your door(s) may be open for extended periods of time; please be aware we are not responsible for items left unsecured. We are also not responsible for heating/air conditioning costs incurred.
- Sometimes furniture must be placed on the balcony or outside the unit; we are not responsible for damage caused by outdoor conditions such as: dust, heat, rain, sun, or other elements.
- The utmost care is taken when moving your furniture, however incidental nicks and scratches are possible. Southwestern Floors is not responsible for minor damage. In the event major damage is caused, we will agree on a 'current value' settlement of the damaged piece(s).
- Please inform us of any electrical wiring such as: alarms, speakers, or security equipment.
- Please remember to move personal items from closets and shelving.
- If your refrigerator is to be moved, please remove any breakable items. Because the refrigerator/freezer may be shut off for an extended period of time, please make arrangements for items that must remain cold.
- Any moisture found under your existing flooring may require us to allow ample drying time. A second day may be required for installation in such circumstances.

By signing below, I understand the instructions and responsibilities outlined above. I understand Southwestern Floors must have a signed copy prior to work commencing. Southwestern Floors cannot guarantee specific arrival time or amount of time required for your installation. Southwestern Floors is not responsible for "lost time" or financial compensation due to installation delays.

Property Staff Name

Property Staff Signature

Date

Resident Name

Resident Signature

Resident Phone Number