



## Occupied Carpet Letter

Protective Services has been requested to replace carpeting in your apartment. You or your agent must be present at the time of installation. In order to assist Protective Services 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. The installers will move furniture such as sofas, chairs, tables, beds, dressers, dining tables, emptied entertainment centers, etc.
2. Waterbeds must be drained, disassembled and moved.
3. Disassemble all furniture that requires disassembly. The resident is responsible for the reassembly.
4. Aquariums must be emptied and moved.
5. Remove pets.
6. All items must be removed from closet floors.
7. China Cabinets and bookshelves must be emptied.
8. Resident must disconnect and remove all electronic equipment such as stereos, tv's, dvd's, satellite and cable boxes, computers, phones and answering machines. The installer will not disconnect, reconnect, or move any electronic equipment
9. Video game systems must be disconnected and moved prior to installer arrival. All game cartridges and cd's must be moved.
10. All knick-knacks and 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.
11. Resident will remove or put in a secure place all cash jewelry and other valuables from the apartment prior to the installer arrival. Protective Services Co., Inc. and agents of Protective Services Co., Inc. are not responsible for claims of missing items.
12. We will not move damaged furniture.
13. Do not place items on top of beds or sofas if they are to be moved.
14. Linens should be removed from all bedding.
15. Large or unusual items such as pool tables, pianos, organs, glass or marble tables, large beds, antiques, weight equipment, and other expensive, delicate and irreplaceable items must be moved by resident prior to the installer arrival.
16. While care is taken in moving items, small nicks, dents, and scratches may occur. Protective Services cannot and will not take responsibility for repairs when reasonable care has been used.
17. Paintings, clocks and other wall items need to be removed and placed in a secure area.

This form must be signed and returned by fax prior to carpet installation. If the above requirements are not met, the installer will not be able to start the installation. The above guidelines are for your protection and should eliminate the majority of problems that could occur.

The resident agrees that Protective Services Co., Inc. will not be held liable for broken, damaged or missing items resulting from noncompliance.

Complex \_\_\_\_\_ Address of Unit \_\_\_\_\_

Installation Date \_\_\_\_\_

**By signing below, I have read and understand the guidelines and agree to comply.**

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_