



## Occupied Vinyl / Tile Letter

WE WOULD LIKE TO PROVIDE THE FOLLOWING GUIDE LINES FOR YOUR TENANTS ON HOW TO PREPARE FOR VINYL, TILE OR LAMINATE INSTALLATION IN AN OCCUPIED UNIT. PLEASE HAVE YOUR TENANTS READ AND SIGN BELOW PRIOR TO OUR ARRIVAL, INDICATING THEY WILL COMPLY WITH THESE GUIDE LINES. FAILURE TO SIGN THIS FORM WILL PREVENT THE INSTALLATION OF VINYL/TILE AND/OR LAMINATE IN THIS UNIT ON THE SCHEDULED DATE.

1. THE INSTALLERS WILL MOVE THE APPLIANCES, TABLES, AND EMPTIED BAKER'S RACK, ETC...
2. ALL CHINA CABINETS, WOOD OR GLASS SHELVES AND BAKER'S RACKS MUST BE EMPTIED. GLASS SHELVES WILL NEED TO BE REMOVED BY TENANTS.
3. ALL ITEMS SETTING ON APPLIANCES, INCLUDING THE WASHER AND DRYER, MUST BE MOVED OUT OF THE ROOM (THIS INCLUDES ANY POTS AND PANS, CLEAN OR DIRTY, ON TOP OF THE STOVE). DO NOT PUT ITEMS ON TOP OF ANYTHING THAT WILL NEED TO BE MOVED.
4. ANYTHING IN THE REFRIGERATOR THAT MAY SPILL OR BREAK NEEDS TO BE REMOVED. DON'T FORGET TO REMOVE THE ITEMS ON TOP OF THE REFRIGERATOR.
5. ANY ITEMS ON THE FLOOR IN THE PANTRY, CLOSET OR IN THE LAUNDRY ROOM MUST BE REMOVED.
6. ALL TRASH CANS AND AREA RUGS MUST BE REMOVED.
7. ALL VALUABLES INCLUDING JEWELRY AND MONEY SHOULD BE REMOVED TO ELIMINATE THE CHANCE OF LOSS.

COMPLIANCE OF THE ABOVE GUIDELINES PRIOR TO THE ARRIVAL OF THE INSTALLER WILL EXPEDITE THE INSTALLATION PROCEDURE. THE GUIDELINES ARE FOR YOUR PROTECTION AND SHOULD ELIMINATE THE MAJORITY OF PROBLEMS THAT COULD OCCUR. WE CANNOT BE RESPONSIBLE FOR ANY DAMAGES OR LOSSES THAT ARE INCURRED DURING THE VINYL/TILE AND OR LAMINATE INSTALLATION.

COMPLEX \_\_\_\_\_ ADDRESS OF UNIT \_\_\_\_\_

INSTALLATION DATE \_\_\_\_\_

**BY SIGNING BELOW, I HAVE READ AND UNDERSTAND THE GUIDELINES AND AGREE TO COMPLY:**

TENNANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_