



PREPARATION FOR CARPET INSTALLATION FOR OCCUPIED UNIT

Just a Reminder: Apartment #: _____ Date: _____

Your unit will be getting new carpet on the above date, please read below to make sure that your unit is ready for the install. You must be home and ready for the install, so please make arrangements to be home on the above date

Who will be moving furniture? RESIDENT or HOUSE OF FLOORS

Remove all personal items from:

- ◆ Closet floors
- ◆ Table tops
- ◆ Bureau/dresser tops
- ◆ China closets/cabinets
- ◆ Wall units/book shelf units

Examples of personal items:

- ◆ All breakable items
- ◆ Antiques
- ◆ Any fragile items
- ◆ Books/albums/CD's/cassettes/videos
- ◆ Knick-knack items
- ◆ Dishes/glasses
- ◆ Photos
- ◆ Lamps

A good place to store these items during installation is in the kitchen and the bathroom. Please **DO NOT** leave anything on the beds.

- ◆ Valuables such as jewelry, cash, etc. should NOT be left out.
- ◆ Floor length clothing MUST be pinned up or removed from all closets.
- ◆ Computer, stereo and television equipment - We REQUIRE that they be dismantled and stored prior to installation, including wiring.
- ◆ Pets - For the safety of any household pets, please make arrangements to have them out of harms way.

Thank you for your cooperation in making this process as convenient as possible for everyone.