



Priority Floors has been scheduled to replace the flooring in your residence on _____. To ensure a most efficient and professional installation, the resident is requested to complete the following required steps prior to the arrival of the installation crew.

1. All personal items that can be moved should be moved to areas that will not receive flooring.
2. All personal items, decorative items, etc... must be removed from table tops, dressers, night stands, desks, etc. to an area where flooring is not going to be installed (not on beds, sofas or tables that are also being moved).
3. Electronic equipment such as stereos, TV's, computers, etc... and aquariums should be disconnected and moved to an area not to receive flooring. The installer will not disconnect, reconnect or move any electronic equipment or aquariums.
4. All items must be removed from cabinets, entertainment centers, file cabinets, office furniture, armoires, bookshelves, etc... if those furniture items need to be moved.
5. All beds need to be stripped of linens and large headboards of beds should be taken apart from the base.
6. Waterbeds must be drained and moved to area where flooring is not to be installed.
7. Disassemble furniture that requires disassembly. Resident is responsible for reassembly.
8. Resident will remove or put in a secure place all cash, jewelry and other valuables from the apartment prior to installers' arrival.
9. 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. Priority Floors cannot move these items.
10. Antique furniture, old furniture not in good condition, non-sturdy pressboard furniture will only be moved at the residents' risk.
11. Paintings, clocks and other wall items need to be removed and placed in a secure area.
12. Pets should be removed from the apartment or restrained in an area where flooring is not being installed. Priority Floors does not take any responsibility for pets.
13. Replacing carpet and hard surface flooring is a construction activity and therefore may create dust. It is the residents' responsibility to cover all electronic items and furniture that will not be removed from the unit during the installation.
14. Priority Floors is not responsible for unsubstantiated claims of missing items.
15. Any wires, such as alarm, telephone, or cable wires, should not be installed under any flooring. This is a fire hazard. If wires are under flooring when we arrive, Priority Floors will not be responsible for cutting or slicing of wires or reconnection of service.

Installers will use caution when moving all items but Priority Floors cannot take responsibility for damage or repairs when reasonable care has been taken. Furniture will be replaced to its original location as near as possible.

This form must be signed and received by Priority Floors prior to installation. If the above requirements are not met, the installer will not be able to start the installation and a trip charge may be assessed. By signing below, the resident acknowledges and agrees with the above requirements. The resident agrees that apartment management and Priority Floors will not be held liable for broken, damaged or missing items resulting from non-compliance to the above requirements.

Property Agent Name

Property Agent Signature

Date

Resident Name

Resident Signature

Resident Contact Number