



Occupied Installation Form

Today's Date: Install Date (M-T-W only):

Property Name: Unit Number:

Please check the appropriate box:

- The installer will move the furniture in the areas of install.**
- OR -**
- The resident will move the furniture in the areas of install prior to the installation.**

To ensure you receive a professional flooring installation, we ask that the resident make the following preparations prior to the installer's arrival (regardless of whether the installer or the resident is moving the furniture):

- Make arrangements for your pets. **Pets cannot be left at home unattended during installation.**
- Please ensure the floor is clear of any loose, personal items. This includes closets, as well. (Hanging clothes may remain unless the clothes fall within two feet of the floor.) If installation will be taking place in the bathroom, we recommend storing any loose items positioned on bathtubs or countertops to prevent them from accidentally being knocked over.
- The installer will move the refrigerator and the stove, if necessary. Please secure or remove any items from these areas that could break and tightly seal any items in the refrigerator to prevent any spills.
- The installer will move the washer and dryer, if necessary. Please ensure that all garments have been removed from these appliances and that the floor is clear of all personal items.

If the installer will be moving the furniture, please make the following additional preparations prior to the installer's arrival to ensure a professional flooring installation:

- Clear off the tops of tables, dressers, etc., and move these loose items to an area that will not be disturbed. Remove china from buffets or china cabinets. Disconnect all electrical equipment prior to arrival. Please note we do not move or un-hook computers, fax machines, printers, or scanners. Remove books from bookcases, and lock or empty file cabinets. If installation will be taking place in the bedroom, please remove all bedding and disassemble the bed (if necessary). Please note: our installers are not able to move fish tanks, pianos, organs, grandfather clocks, or unpacked boxes.
- Our installers are *not* professional movers. Installers are not equipped with moving blankets, padding, dollies, or any other type of moving equipment. Additionally, installers are not able to disassemble any furniture. We highly recommended that you or someone over the age of 18 be home during the installation.
- Is there any furniture in the unit that requires more than two men to move? If yes, please specify:

Please enter/sign your name below to confirm that this form has been reviewed with the resident and that the unit will be prepared prior to the installer's arrival. **If the unit is not prepared upon arrival, the installation will be rescheduled and a trip fee (minimum of \$50.00) will be added to the cost of the invoice.**

On-Site Manager: Date:

Please contact us with any questions. We appreciate your business and look forward to the opportunity to serve you.