

# Resident Moves Furniture



*Dear Resident:*

COMMUNITY: \_\_\_\_\_

RESIDENCE NUMBER: \_\_\_\_\_

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

*You, the resident, are responsible for moving all your furniture and personal belongings.*

*Your apartment has been scheduled for new flooring installation on the above mentioned date. This letter is meant to clarify what can be expected on the day of installation. Your cooperation is appreciated and will help us complete the job efficiently and avoid any possible delays or confusion. Please also note that each room to receive flooring must be completely emptied in order to insure a proper installation.*

*BEFORE the installers arrive:*

*Make sure you have your furniture and personal items move entirely out of the way. The bottoms of all closets should be clean and empty. All furniture must be moved prior to the arrival of the installation crew. Please remove any valuables such as money, jewelry, etc ...as we cannot be responsible for valuables left in apartment unattended by the resident. If the resident owns a pet, please be sure to leash it during installation or make other appropriate arrangements.*

- 1) Please do NOT wait until the crew arrives to begin moving – they are often scheduled for more jobs in one day and this will delay or possibly postpone your installation. If you are not prepared when our crew arrives, a \$50.00 trip charge will be incurred.*
- 2) If you need an answer to a specific question, call your resident manager prior to your scheduled installation date.*

*Thank you for your help and cooperation. We hope you enjoy your new flooring.*

*Respectfully,  
Your Community Manager  
And Contract Carpet Corporation*

RESIDENT ACKNOWLEDGEMENT: \_\_\_\_\_(Signature)

COMMUNITY REPRESENTATIVE: \_\_\_\_\_(Signature)

SPECIAL NOTES OR INSTRUCTION:

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**PLEASE SIGN AND FAX THIS FORM TO LEASING OFFICE PRIOR TO INSTALLATION DATE!**