

Dixie Carpet Installations, Inc.

13450 S. Gessner ■ Missouri City, Texas 77489

Phone: 281-261-6334 ■ Fax: 281-261-9539

OCCUPIED SUBFLOOR REPAIR RELEASE

On _____, we have scheduled **Dixie Carpet Installations** to repair the subfloor and relay the unit's finished flooring (if management has ordered such) in your unit. In order to assist them in performing their service efficiently and professionally, we ask your cooperation in completing the following steps **PRIOR** to the arrival of the installation crew.

1. In preparing for a subfloor repair in an occupied unit all items must be moved out of the area/room that the subfloor work is being performed in. The resident must move these items prior to subfloor repairs. If the resident does not move such and the installer chooses to do so to progress the repairs, Dixie Carpet cannot be held responsible for damages that may occur nor placing items back in previous place prior to repairs.

2. **Watches, jewelry, cash, guns,** and any other such items of value are the responsibility of the resident and must be removed from the apartment or put in a secure place prior to installation. Dixie Carpet Installations will not be responsible for unsubstantiated claims of missing or damaged items.

3. If applicable - Disconnect and move electronic equipment (**stereos, VCR's, TV's, radios, phones, computers, computer equipment, etc.**). Washers, dryers, refrigerators and stoves will be moved by installer if site does not *these are items of exclusion from above electronic items disclaimer*. The installers will not disconnect or reconnect electronic equipment - except kitchen appliances/washers dryers. If exception is made, we will not be responsible for damages to equipment or reconnection of equipment.

4. Pets should be out of the apartment or restrained to an area not receiving new flooring. We will not be responsible for pets getting out.

5. Resident should take necessary means to cover furniture, computers etc as dust will be present from install. Note that even when covered the dust conditions may be elevated whereas it may travel through the ductwork of the unit and be present in other areas of the unit.

6. As part of the work being performed Dixie Carpet will do a general clean of any flooring debris, trimmings and vacuum the work area when complete. We do not dust the unit, walls, floors, or furnishings. When a subfloor repair is performed typically a major clean will be necessary afterwards. This is not performed by Dixie Carpet.

If the above steps have not been taken, the installer has the right to refuse to do the unit. If the installer chooses to do work anyway, it is fully understood that the resident accepts all liability for damages. If installer refuses to do unit, or if resident refuses to have unit done, due to lack of preparation on the residents behalf, the resident may be required to present a \$75.00 cashiers check to cover trip charge prior to rescheduling of job and adhere to above requirements.

Resident acknowledges and has read all the above guidelines that will ensure the safe handling of all items. Resident understands and agrees that Dixie Carpet Installations will not be held responsible for broken, scratched or missing items resulting from non-compliance on the part of the resident.

PROPERTY: _____

AGENT: _____

RESIDENT: _____
(PRINT NAME)

PHONE NUMBER: _____
(OPTIONAL)

RESIDENT: _____
(SIGNATURE)

DATE: _____ **UNIT:** _____