

# Dixie Carpet Installations, Inc.

13450 S. Gessner | Missouri City, Texas 77489

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

On \_\_\_\_\_, we have scheduled **Dixie Carpet Installations** to replace the carpet 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. Dixie Carpet Installations is not able to move any **large** or **unusual** items such as **pianos, organs, appliances, glass or marble tables, large beds, some antiques and other items that are very expensive or delicate**. These items **must** be moved by the resident.
2. Remove all clothes, books, toys, shoes, plants, etc. from the areas to be carpeted. Stack furniture that can not be moved by Dixie Carpet Installations in kitchen and bathroom areas. Place as many items as possible on closet shelves. Get as much off the floors as possible, including closet floors.
3. Remove knick-knacks and all other breakable items from bookshelves, tables, etc. in the areas where the crew will be working. Place them in an area that is out of the way of the workers. China must be out of china cabinets and books must be off shelves if the cabinet or shelves are to be moved.
4. Disconnect and move all electronic equipment (**stereos, VCR's, TV's, radios, phones, answering machines, computers, computer equipment, etc.**). The installers will not disconnect or reconnect electronic equipment.
5. Beds should be stripped of linens, and if possible, moved to non-carpeted areas.
6. All special beds and/or frames (**waterbeds, brass, wrought iron, etc.**) must be disassembled and reassembled by the resident. You are responsible for draining waterbeds and moving waterbed mattresses to an area not being carpeted (**a bathtub is an excellent place**).
7. Remove aquariums from the area to be carpeted. Dixie Carpet Installations can not move aquariums even if they are drained..
8. **Watches, jewelry, cash**, 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 cannot be responsible for unsubstantiated claims of missing items.
9. Paintings, clocks, and other items on walls need to be securely attached or removed and placed in areas not being carpeted.
10. Any delicate furniture (**antiques, lacquer finish, etc.**) should be moved by the resident. While care is taken in moving furniture, small nicks may occur. Dixie Carpet Installations cannot pay for repairs to furniture when reasonable care has been used in moving these items.
11. Resident or agent of resident **must be present** at the time of installation.
12. Pets should be out of the apartment or restrained to an area not being carpeted. We will not be responsible for pets getting out.
13. This letter must be signed by the resident and faxed to Dixie Carpet Installations before carpet can be installed.

● **If the above steps have not been taken, the installer will refuse to do your apartment.**

● **Resident acknowledges and has read 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:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_  
(SIGNATURE) (OPTIONAL)

**UNIT NUMBER:** \_\_\_\_\_ **DATE SIGNED** \_\_\_\_\_

