

## ***Dixie Carpet Installations, Inc.***

13450 S. Gessner ■ Missouri City, Texas 77489

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

**Please note we cannot schedule occupied units on Thursday's and Friday's. These days are reserved for the high volume of vacant move-in's. Monday-Wednesday are preferred days. MANAGERS-PLEASE NOTE ALL ORDERS MUST BE CALLED IN TO ORDER DESK. THIS FORM IS NOT ACCEPTED AS AN ORDER.**

On \_\_\_\_\_, we have scheduled **Dixie Carpet Installations** to replace the carpet and/or vinyl 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. **Resident or agent of resident must be present at the time of installation.**
2. 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.** The resident must move these items prior to installation.
3. **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.
4. Disconnect and move electronic equipment (**stereos, VCR's, TV's, radios, phones, computers, computer equipment, etc.**). The installers will not disconnect or reconnect electronic equipment. If exception is made, we will not be responsible for damages to equipment or reconnection of equipment (see note below)
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 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.
8. Remove all clothes, books, toys, shoes, plants, etc. from the areas to be carpeted. Stack furniture that cannot 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.
9. Paintings, clocks, and other valuable items on walls must to be securely attached or removed and placed in a safe area 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. Remove aquariums from the area to be carpeted. Dixie Carpet Installations will not move aquariums even empty.
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.

**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.**

**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.**

**Occupied orders are put on hold until Dixie Carpet receives signed release letter. Return fax 281-261-9539.**

**PROPERTY:** \_\_\_\_\_ **AGENT:** \_\_\_\_\_

**RESIDENT:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_  
(PRINT NAME) (OPTIONAL)

**RESIDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_  
(SIGNATURE)