



McMAHAN'S FLOORING INC.

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Occupied Apartment Guidelines and Consent Form Monday, Tuesday, and Wednesday Installations Only

McMahan's Flooring, Inc. does not charge extra for occupied units. However, due to a growing number of problems with occupied units not being ready we are asking for your help. After discussing the liability situation with several management companies, we are asking that certain belongings be attended to by the resident.

1. If a resident or management personnel cannot be present at the time of carpet installation, McMahan's *Flooring, Inc.* will not be liable for any damage claimed. **(Resident and management personnel need to initial this, indicating their understanding of the liability for damage.)**
 Resident _____ Management _____
2. Closet floors should be cleared. Hanging clothes need not be moved but can be pushed aside to install carpet. Anything that is not to be wrinkled should be removed.
3. Remove all antiques, breakables, and items requiring special care or handling, (grandfather clocks, pool tables, pianos, plants, desk drawers and pictures and clocks from walls.) Remove furniture weighing over 200 pounds from carpeted areas.
4. Remove all money, jewelry, fire arms, and pets.
5. Aquariums and beds should be disassembled completely and removed from carpeted area BEFORE the installers arrive to complete the scheduled installation. This includes all mattresses, box springs, bed frames, etc. If you have a waterbed, you must drain the waterbed and remove from carpeted area. Place waterbeds mattresses in bathtub.
6. Unplug and remove all electronic equipment from rooms (computers, TV's, VCR's, and stereos). Books must be removed from bookcases.
7. **Wall units, bed frames, cabinet combinations** or anything that needs to be moved should be disassembled and moved prior to our arrival. **Take all pillows, cushions, sheets, and any other bedding off all beds and furniture.**
8. **Kitchens, bathrooms, patios, or other areas not being carpeted are good places to move your items.**

If the unit is not completely ready when the carpet installers arrive, (resident not prepared, no key, painters or cabinet people in unit, etc.) there will be a \$35.00 trip charge and the installation will be rescheduled. There will also be an additional \$35.00 charge for heavily occupied units.

The foregoing list has been read, understood, and agreed upon. In the event the above items have not been complied with McMahan's Flooring, Inc., will not assume liability and/or responsibility for any damages in the apartment or home.

This release must be signed, dated, faxed, and received in our office 48 hours prior to the installation. If it is not, installation will be postponed. Please keep a copy for your files to eliminate any liability or dispute with your residents.

With your cooperation and the help of your residents, we at *McMahan's Flooring, Inc.* will be able to better service occupied units.

Property _____

Unit # _____

Resident Signature _____

Schedule Date _____