



Dear Resident:

COMMUNITY: _____

RESIDENCE NUMBER: _____

INSTALLATION DATE: _____

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 carpeting must be completely emptied in order to insure a proper installation.

Please be ready, prior to the arrival of the installers, by understanding the following:

Contract Carpet Corporation WILL:

- Move most large pieces of furniture such as couches, beds and dressers
- Disassemble and move most bed-frames and mattresses (please remove all bedding)
- After completion of installation, CCC will move the pieces back to their approximate original locations, however final placement adjustments will need to be made by the resident.

Contract Carpet Corporation WILL NOT:

- Drain and disassemble water beds or aquariums.
- Move pianos, musical instruments, Christmas Trees, antique furniture, sentimental items, valued possessions or other non-standard or unique pieces such as knickknacks, glass or marble top tables, ceramic items and other delicate items.. All such items must be removed in advance by the resident.
- Move wall-hanging items such as pictures, tapestries, candles, mirrors or TVs.
- Move books, plants pictures, toys and small keepsakes from table-tops. All such items must be removed in advance by the resident.
- Unhook or disconnect electrical, computer, printer, fax, stereo, television, or other consumer electronics equipment. All such items must be disconnected and removed by the resident.
- Move shoes, clothes, boxes, organizers, etc., from closet floors. All such items must be removed in advance by resident.

Additional Items:

- Please remove any valuables such as money, 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.

As it is not always possible to know the arrival time of the installers due to freeway traffic and other conditions, it's best to make the above arrangements the night before the scheduled installation date. Should you have any questions or any difficulty with the scheduled date, please notify your resident manager.

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

Respectfully,
Your Community Manager
And Contract Carpet Corporation

RESIDENT ACKNOWLEDGMENT: _____ (Signature)

COMMUNITY REPRESENTATIVE: _____ (Signature)

SPECIAL NOTES OR INSTRUCTIONS:

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