

Thank you for choosing Real Floors for this occupied (or furnished) flooring job! Following are instructions for your staff and resident(s) so they understand their responsibilities.



Remove all items from the area to receive new flooring or from the area being repaired. We recommend any and all fragile items be stored in a safe place away from the work area.



If the refrigerator is to be moved by us, all breakables should be removed in advance of your job. Since it may be off for an extended period of time, please make arrangements for items that must be kept cold.



Pets must be confined to a room away from the work area. If pets are left in a room behind a closed door, a note should be posted to the door exterior noting PETS INSIDE NO ENTRY. Real Floors is not responsible for loss of pets.



The utmost care will be taken when moving your furniture, however incidental nicks and scratches are possible. Real Floors is not responsible for damages.



The main door may be left open for extended periods of time. Real Floors is not responsible for items left unsecured.



Any moisture found under existing floors may require ample drying time. A second job day may be required in such circumstances.



Flooring installation and repair can cause extensive dust. We recommend covering all items you wish to keep clean from dust particles.



We cannot guarantee a specific arrival time or amount of time required for your job but will make every effort to accommodate your scheduling request. Real Floors is not responsible for "lost time" or financial compensation due to job delays.



Furniture may be placed on a balcony or outside during the job. Real Floors is not responsible for damage caused by outdoor conditions such as dust, debris, heat, cold, rain, snow, sun or other elements.



We do not move the following: garments or personal items, wall hangings or pictures, aquariums, animal litter, refrigerator contents, plants, jewelry, cash or collectibles, pool tables, waterbeds, electronics, pianos and other musical instruments or any other unidentifiable objects.

The above guidelines must be followed to ensure the successful completion of your occupied flooring job. If the job is rescheduled due to the above conditions not being met, a \$100 trip charge will apply.

By signing below, I understand the instructions and responsibilities outlined above. Real Floors must have a signed copy prior to work commencing. Send your completed occupied release to fax (855) 889-6201 or email to customer@realfloors.com.

Community Name:

Personnel Scheduling Job:

Unit Number:

Job Date:

Resident First Name:

Resident Last Name:

Resident Phone:

Resident Email:

Resident Signature: