



PG LONG FLOOR COVERING FAX NUMBERS:

PORTLAND: 503-284-9206
EUGENE 541-868-1629
BOISE: 208-377-1312

Occupied Agreement

On _____ PG Long Floorcovering has been scheduled to replace flooring in your unit. You or your agent must be present at the time of the installation. In order to assist PG Long with an efficient and professional installation, we ask for your cooperation in completing the following steps prior to the arrival of the installation crew.

1. Any items that can be moved to areas not to receive flooring or on upper closet shelves by you in advance will help ensure a smooth installation.
2. All fragile items must be removed from tables, furniture, desks, etc. to an area of the apartment where flooring is not going to be installed.
3. China must be removed from china cabinets and books must be out of the bookshelves that will need to be moved.
4. You must disconnect and remove all electronic equipment such as stereos, TV's, and computers. The installer will not disconnect, reconnect or move any electronic equipment.
5. All beds must be stripped of linens. Waterbeds must be drained and moved (a bath tub is an excellent place to store).
6. Disassemble furniture that requires disassembly. Resident is responsible for reassembly.
7. All aquariums must be moved by the resident to an area not requiring floor covering. Installers will not move aquariums.
8. Residents will remove or put in a secure place all cash, jewelry, and other valuables from the apartment prior to installers' arrival. PG Long is not responsible for unsubstantiated claims of missing items.
9. Large or unusual items such as pianos, glass or marble tables, large beds, antiques and other expensive, delicate and irreplaceable items must be moved by resident.
10. While care is taken in moving items, small nicks, dents and scratches may occur. PG Long cannot take responsibility for repairs when reasonable care has been used.
11. Paintings, clocks, and other wall items need to be removed and place in a secure area.
12. Pets should be removed from the apartment or restrained in an area not being installed. PG Long is not responsible for pets getting out.
13. Replacing carpet and hard surface flooring is a construction activity. Cover all electronic items and furniture that will not be removed from the unit during installation. Turn off HVAC to keep dust and residue from transferring to other areas of your apartment. Clean all horizontal surfaces the same day the installation is completed and vacuum all carpeted areas.

This form must be signed and returned by fax or e-mail prior to installation. If the above requirements are not met, the installer will not be able to start the installation.

By signing below, the resident acknowledges and agrees with the above requirements. The resident agrees that PG Long will not be held liable for broken, damaged or missing items resulting from non-compliance.

_____	_____	
Property Name	Date	
_____	_____	_____
Resident Name	Resident Signature	Resident Phone Number
_____	_____	_____
Resident Street Address	Unit #	City