



**2120 BEAVER ROAD \* LANDOVER \* MARYLAND \* 20785**  
**PHONE: 301-773-1600 \* FAX: 301-772-2958**

### **Resident Responsibilities**

To insure that your floor-covering installation goes smoothly, we are providing a list of **resident responsibilities** for new carpet installation and/or carpet repair.

Please note that Suburban Floorcoverings is responsible to move **Furniture Only**. The resident is responsible for moving the following items to a vacant area – an area not receiving new flooring -- of the resident's choosing:

1. All electrical equipment, e.g., computers, fax machines, TVs, stereos, etc.
2. Aquariums
3. Pianos (or we will move for a fee of \$125.00 - **EXCEPT GRAND PIANO'S**)
4. Gym Equipment, e.g. weights, treadmills, stationary bicycles, etc.
5. Loose items, such as vases, lamps, pictures, plants, breakables (including breakables that are boxed), etc.
6. Books (must be boxed and removed from shelves)
7. China (must be emptied from china cabinets and moved)
8. Loose papers (must be boxed and moved)
9. Closets (contents must be cleaned out and moved so that installer has at least 4' of height from the floor)
10. Loose pieces of clothing, shoes, toys, etc (must be boxed and moved)
11. Waterbeds (must be emptied)
12. Entertainment Centers (contents must be emptied and moved)
13. Pets (must be removed or confined)
14. Christmas Trees (must be removed)
15. Furniture that can be disassembled (e.g. dressers with attached mirrors, china cabinets, bookcases, beds) should be disassembled and moved

In addition, please do not stack items on beds.

Please think of this as a short-term move. If the above items are not moved out of the areas to be carpeted before the installer arrives, the carpet installation will have to be rescheduled for a later date, and a rescheduling fee of \$150.00 will be incurred.

Thank you for your cooperation. We look forward to servicing your floor-covering needs.

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I agree to take full responsibility for items 1 – 15, above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_