



## Preparing for your Flooring Installation

Installation date: \_\_\_\_\_ address: \_\_\_\_\_

**Important! Please read the following information thoroughly.**

Resident or your agent must be present at the time of installation. In order to assist Design Source Flooring with an efficient and professional installation, we ask your cooperation in completing the following required steps prior to the arrival of the installer technicians.

1. Any items moved by you in advance will help ensure a smooth and efficient flooring installation experience. Please remove as many items as possible and store in areas our installers will not be working in.
2. All knick-knacks and all other breakable items must be removed from tables, furniture, desks, etc. to an area of the unit/home that our installers will not be working in.
3. China must be removed from china cabinets and books must be out of bookshelves that will need to be moved.
4. Resident must disconnect and remove all electronic equipment such as stereos, TV's, DVD's satellite and cable boxes, computers, phones and answering machines. The installer will not disconnect, reconnect or move any electronic equipment.
5. All beds need to be stripped of linens. Water beds must be drained and moved by Resident.
6. Installer will only move basic furniture. Large pieces of furniture or unusual items such as pool tables, pianos, organs, glass or marble tables, large beds, antiques and other expensive, delicate and irreplaceable items must be moved by resident prior to the Installers arrival.
7. All aquariums must be moved by the resident to an area not requiring flooring. Technicians will not move aquariums.
8. Resident will remove or put in a secure place all cash, jewelry and other valuables from the unit/home prior to installers' arrival. Design Source Flooring is not responsible for unsubstantiated claims of missing items.
10. While care is taken in moving items, small nicks, dents and scratches may occur. Design Source Flooring can not take responsibility for repairs when reasonable care has been used. If base boards are being painted this will need to be done 72 hours in advance of installation to allow for curing.
11. Paintings, clocks and other wall items need to be removed and placed in a secure area.
12. Pets should be removed from the apartment or restrained in an area not being installed. Design Source Flooring is not responsible for pets getting out.

**This form must be signed and returned by fax 913.390.9232 or email [customerservice@dsflooring.com](mailto:customerservice@dsflooring.com) prior to scheduling installation date. If the above requirements are not met, the Installer will not be able to start the installation and will have to reschedule for the next available date.**

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

\_\_\_\_\_  
Property Name                      Property Agent Signature                      Date

\_\_\_\_\_  
Resident Name                      Resident Signature                      Resident Contact Number