



OCCUPIED RELEASE FORM

Thank you for choosing Arbor 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 and ensure all firearms and/or ammunition are secured



If you request Arbor to move your Furniture, it may be placed on a balcony or outside during the job. Arbor is not responsible for damage caused by outdoor conditions such as dust, debris, heat, cold, rain, snow, sun or other elements.



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



If you request Arbor to move your furniture, the utmost care will be taken, however incidental nicks and scratches are possible. Arbor is not responsible for damages.



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. Arbor is not responsible for loss of pets.



It is impossible to work next to and against walls without some minor marks and scratches. Paint less than one week old is even more susceptible. New paint should be allowed to harden for a minimum 48 hours before installation. Arbor is not responsible for damages.



Flooring installation and repair can cause extensive dust that can carry throughout the entire home. We recommend covering electronics, valuable items or anything you wish to keep clean from dust particles, including items in cabinets.



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, large clocks or any other unidentifiable objects.



If you request Arbor to move the refrigerator, all breakables and items that must be kept cold should be removed in advance of your job. Arbor is not responsible for the damage or spoiling of items left inside.



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



We cannot disconnect gas appliances, baseboard heaters, hot water heaters, or pedestal sinks and bathtubs. A licensed plumber should be contacted to move these items.



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. Arbor is not responsible for "lost time" or financial compensation due to job delays.



If you request Arbor to move the toilet(s), washer/dryer or refrigerator we will not turn on the water once reconnected. This must be done by Management Personnel. All water connections need to be visually inspected after installation to verify they are not leaking.



Resident or Management Personnel must be present during the time of the furniture removal and the flooring installation. Arbor cannot be held responsible for damages or missing items if no one is present.

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. Arbor must have a signed copy prior to work commencing. Send your completed occupied release to help@arbor.us.

Community Name: _____

Personnel Scheduling Job: _____

Unit Number: _____

Job Date: _____

Resident First Name: _____

Resident Last Name: _____

Resident Phone: _____

Resident Email: _____

Resident Signature: _____