



## **Occupied Unit Requirements**

**All items on Furniture (Pictures / Figurines etc) Must be Boxed**

**All items on Bookshelves / Entertainment Centers, Must be Boxed**

**All items in Curio Cabinets / Hutches, Must be Boxed**

**All Electronics (TV'S / Computers / Stereo's / Game Consoles etc) Must be Unhooked, and Preferably moved by the Tenant to a bath tub, or kitchen counter.**

**All Toys Must be Packed or Boxed**

**All Clothing and Shoes Must be Off of the Floors in Closets, and Hanging Clothes Must be at least 3 feet above floor**

**We DO NOT move Piano's / Organs / Grand Father Clocks / Aquarium's / Water Beds**

**Failure to comply to these Guidelines, could Result in Rescheduling work, and a Trip Charge.**

12/18



## Rugworks Minimum Charges Guide

### EACH UNIT

Repairs (No Materials) Single Unit-----	\$65.00
Stretch Back to Metals-----	\$65.00
Multiple Units-----	\$55.00
Stretch 1 Room Carpet-----	\$65.00
Stretch 2 Rooms Carpet (Unoccupied)-----	\$80.00
(Occupied)-----	\$100.00
Stretch 3 rooms Carpet (Unoccupied)-----	\$100.00
(Occupied)-----	\$125.00

*2/12/13*

# Rugworks Floorcovering Order Sheet

Please email to: [orders@rugworksfloorcoverings.com](mailto:orders@rugworksfloorcoverings.com)

Apartment Community: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Unit Size:                     1BR       2BR       3BR

Unit Type:                     Garden     Townhouse

Unit Designation:             Handicapped     Non-Handicapped

Unit Status:                     Vacant             Occupied

Re-carpet Entire Unit:         Yes                 No

If no, please indicate specific area (rooms) to be re-carpeted: \_\_\_\_\_  
\_\_\_\_\_

Do floors need to be treated/sealed due to pet or other issues:     Yes             No

If yes, please indicate specific area (rooms) to be treated/sealed: \_\_\_\_\_  
\_\_\_\_\_

Does VCT or LVT need to be installed:     Yes             No

If yes, please indicate specific area (rooms):                     Kitchen  
    Foyer  
    Master Bath  
    Secondary Bath  
    Other \_\_\_\_\_

Re-stretching or Other Repair Work:         Yes             No

If yes, please indicate specific area (rooms) that re-stretching or other repair work needs to be done: \_\_\_\_\_  
\_\_\_\_\_

Date Order Needs to be Installed: \_\_\_\_\_  
(Evergreen Staff: You must request a date you will be on site.)

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_

For Use Day of Installation:

Installer is required to obtain your signature below acknowledging the unit has been inspected by you and the installation/work is acceptable. Please email this back to Rugworks after installation is acceptable.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
OR

Not Accepted Due to the following reason(s): \_\_\_\_\_  
\_\_\_\_\_