



Red Carpet Cleaning
P.O. Box 892
Colleyville, TX 76034-0892

OCCUPIED UNIT RELEASE FORM

Community Name

Community Phone Number

Residents Full Name

Unit Number

Dear Resident,

Your unit has been selected for Red Carpet Cleaning to perform A/C duct cleaning services. These may cause some minor inconvenience, however, the end result will be rewarding. In order to assist us in performing the following service professionally and efficiently, we ask your cooperation in completing the following instructions prior to the arrival of the technician(s).

1. Please move all furniture away from the work area.
2. We will not move any large items of furniture.
3. Please protect your breakables by moving them yourself. After all, no one will move them as carefully as you will. For example, end tables, lamps, plants, bookshelves, aquariums, glass table-tops, crystal, china, small furniture, etc.
4. Any breakables must be taken down from work area (shelves, china cabinets, entertainment centers, armoires, dressers, etc.) and put away safely, where they may fall.
5. Disconnect and remove all equipment (computers, printers, stereos, speakers, televisions, video or DVD players, cameras, etc.) We will not disconnect or reconnect equipment.
6. We will not move any type of piano, grandfather clock, television, or computer system(s).
7. Items of high value are your responsibility and must be removed from the apartment or put in a secure place. Red Carpet Cleaning will not be responsible for unsubstantiated claims of missing items.
8. We will not be responsible for any accidental damage to furniture and/or fixtures incurred before, during, or after the job completion.
9. We will not be able to render our services with animals loose in the unit. Please remove them from the premises.

10. If you have a concern about any possible damage to an item, you should move the item(s) yourself or have the item moved by a professional mover who is prepared to insure the activity.

Resident has read and acknowledges the above guidelines and precautions. Resident understands and agrees that Red Carpet Cleaning will not be held responsible for damaged or missing items resulting from noncompliance on the part of the Resident.

Please sign and fax to Red Carpet Cleaning at 817-685-7795 or you may scan and email it to info@rccdfw.com.

Without receiving this form signed, we are unable to schedule and paint your unit.

Resident Signature

Community Manager Signature