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

## OCCUPIED UNIT RELEASE FORM

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Community Name

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Community Phone Number

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Residents Full Name

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Unit Number

Dear Resident,

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

1. Red Carpet technicians will remove and replace the dryer unit in order to clean the dryer vents, but please make sure the area in front of the dryer is clear of items and furniture so the technicians have room to work.
2. Please make sure the dryer is empty of clothing, as well as the washer if the units are stacked.
3. All items, such as shelves, must be removed from the work area. If they are not removed our technicians will not be able to complete the job until the work area is cleared by the resident.
4. Valuable items are the resident's responsibility and should be removed from the apartment or securely stored. Red Carpet Cleaning will not be responsible for unsubstantiated claims of missing items.
5. Neither Red Carpet nor its technicians will be responsible for any accidental damage to furniture, personal belongings, or fixtures incurred before, during, or after the job completion.
6. Please kennel or remove any pets from the premises. Red Carpet technicians will **NOT** be able to perform our services with pets loose in the unit.

***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](mailto:info@rccdfw.com).

Without receiving this form signed, we are unable to service your unit.

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Resident Signature

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Community Manager Signature