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## FURNITURE REQUEST & REMOVAL

Fill out and return this form by email or simply copy and paste the filled out information in an email to us.

We provide basic furniture in our rentals which includes:

- Bedroom: a single bed (regular twin) & dresser
- A bedroom desk (bring your own desk chair)
- Dining room: dinette set
- Living room: couch or loveseat & a chair

You are welcome to use what we provide or bring your own. We need to know by June 15th what furniture of ours you want removed and what you want to use.

If this form is received after our requested due date, we may not be able to complete your request until we are available. We will not be available the day you move in! Please note that when you move in **YOU ARE NOT PERMITTED** to move unwanted furniture or mattresses outside or onto the porch. They must be kept in the apartment until we are available for pick up. We would greatly appreciate it if **ONE** person in your group could talk to all the others and then notify us with all of the furniture information. If that is not possible, then please send on an individual basis.

—————**Copy and paste the below information in an email to us or fill out and email back this form**—————

**Place an X next to your request.** If you do not list which bedroom is yours, items will be removed from one of the bedrooms and it will be up to you/your group to re-arrange the furniture to the correct rooms.

Name: \_\_\_\_\_ Rental House/Apt. \_\_\_\_\_

Describe where your bedroom is located in the house/apt:

\_\_\_\_\_ I would like to use all of the provided furniture.      \_\_\_\_\_ I would like to request a desk for my bedroom  
(bring your own desk chair).

### **BEDROOM REMOVAL REQUEST** (please check all that pertains):

- \_\_\_\_\_ The entire bed
- \_\_\_\_\_ Only the top mattress & box spring (leave the frame).
- \_\_\_\_\_ Only the top mattress from the bed (leave box spring & frame).
- \_\_\_\_\_ Dresser