



MOVE OUT CLEANING FORM

Location of cleaning: _____ City: _____

Square footage (for estimation purposes): _____

Please check each item required for cleaning:

KITCHEN:

- outside of all appliances
- refrigerator (inside, including freezer)
- light fixtures (within 8 ft range)
- cabinet fronts
- backsplash/trim
- countertops
- baseboards
- oven (inside)
- microwave (inside)
- window glass, including inside sill
- cabinets & drawers (inside)
- switch plates
- sink
- floor, surface type: _____

Additional Notes:

BATHROOMS (Quantity: _____ full _____ half):

- light fixtures (within 8 ft range)
- trim
- door face
- shower stalls (Quantity: _____ Surface types: _____)
- bathtubs (Quantity: _____ Surface types: _____)
- jacuzzi tubs (Quantity: _____)
- floors (Surface types: _____)
- mirrors
- switch plates
- cabinet fronts
- cabinets & drawers (inside)
- toilet
- baseboards

Additional Notes:

GENERAL LIVING SPACES:

- inside window glass
- trim
- ceiling fans (within 8 ft range)
- fireplaces (sweeping only) Quantity: _____
- floors (surface descriptions: _____)
- porch areas (sweeping only) Quantity: _____
- blinds
- light fixtures (within 8 ft range)
- shelving and cabinets (inside)
- door faces
- baseboards

Additional Notes:

Location of cleaning: _____ City: _____

Client name: _____

Phone (1): _____ Phone (2): _____ Email address: _____

Credit Card information **(Required)**: Card Type: Visa MasterCard Discover

Name (as appears on card): _____

Card #: _____ - _____ - _____ - _____ Exp.: ____ / ____ CVC # (3-4 digits on the back of card) : _____

Cardholder's Signature: _____

Billing Information:

Address: _____ City: _____ State: _____ Zip: _____

All move-out cleanings must have power and water turned on for scheduled cleaning. Home will be free from occupant items including, but not limited to, personal belongings, trash, and furniture. Any trash related to the cleaning process must be disposed of on-site.

Move-out cleanings are billed by time at the rate of \$30/man-hour with a one time \$5 supply charge. Site-unseen quote ranges are given for estimation purposes only. Actual cleaning time determined by such factors including, but not limited to: home size, surface types, detail needs, necessary cleaning depth, and preparation level.

Cancellations made within 2 business days of scheduled cleaning are subject to a rate of \$75. Re-scheduled cleanings, including for reasons of unavailable power and/or water at scheduled time, are subject to a \$25 fee.

Please check one:

- I authorize Carpe Diem Cleaning to automatically charge my credit card for services and fees rendered.
- I prefer to pay Carpe Diem Cleaning with a check or money order after the cleaning. I understand that payment is due within 14 days of the cleaning. I authorize Carpe Diem Cleaning to charge my credit card after 14 days of rendered service with the cost of cleaning plus a \$20 late fee, if payment has not been received.

*I have reviewed the checklist regarding the items to be included in the move-out cleaning.
I am aware of Carpe Diem Cleaning's scheduling and payment policies as outlined above.*

Client signature: _____ Date: _____

Printed name: _____



Please mail both pages of this form to: Carpe Diem Cleaning
902 Pearl Street • Durham, NC 27701
Or fax to: (919) 682-9723