

Your home profile

Complete once. Update whenever your home or preferences change.

CONTACT

Name

Birthday - month/day (optional)

Best phone

Email

Service address, city and ZIP

Preferred contact: text / call / email

Who will be home? / other contact

HOME & ROOMS

Approx. sq. ft.

Bedrooms

Full / half baths

Levels / stairs

Rooms to clean; note any rooms excluded

Flooring and surface types (wood, laminate, tile, stone, carpet, etc.)

ACCESS & PETS

Entry / gate / key / lockbox instructions

Parking / alarm instructions

Pets: names, types and number

Pet location during cleaning, behavior, escape risks, doors to keep closed

Trash / recycling location

Where are supplies you want us to use?

You may arrange access codes directly with Melissa. Return your completed copy through your existing message or email conversation.

Your priorities & preferences

Tell us what makes a clean home feel right to you. Skip anything that does not apply.

YOUR TOP THREE PRIORITIES FOR EACH VISIT

Priority 1

Priority 2

Priority 3

What do you like done a certain way? / What worked well with past cleaners?

Pet peeves: what should we avoid or make sure we do not miss?

Rooms, items or belongings we must NOT clean, move or touch

Fragile, sentimental, expensive or damaged items; special surface-care directions

Products / chemicals / scents to avoid; any cleaning-related sensitivities

Finishing preferences: beds, pillows, blankets, blinds, lights, doors and thermostat

Work-from-home / nap times / other instructions

Date completed or updated

Anything else?

Keep a saved copy. If anything changes, update it or send Melissa the changes before your next visit.

Your visit & cleaning scope

Use the details from your written quote. Leave anything not yet agreed blank.

Service date

Agreed arrival window

Total shown on your quote

☐ Initial Reset / First Clean

☐ Maintenance

☐ Deep Clean

☐ Move-in / Move-out

Initial Reset / First Clean: a first visit focused on the rooms and priorities in your quote. Any extra detail work is listed separately.

Maintenance: routine upkeep of the agreed rooms. Deep Clean: routine cleaning plus the agreed detail work below.

Move-in / Move-out: the rooms and tasks listed in your move-clean quote; appliance or cabinet interiors must be specifically listed.

Specific rooms, agreed detail work, exclusions and other promises from your quote

DEEP CLEAN - WHAT THE AGREED SCOPE COVERS

Bathrooms: toilets, sinks, counters, mirrors, tubs/showers and fixtures; normal to moderate soap scum and buildup; reachable edges and ledges.

Kitchen: counters, backsplash, sink/faucet, cooktop and appliance exteriors; cabinet-front detailing at the level listed in your quote.

Bedrooms & living areas: reachable dusting, shelves, decor and picture frames where safe; mirrors, dining-table surface and agreed bed straightening.

Detail points: reachable fans and light fixtures; window sills, locks, frames and tracks; doors/handles and baseboards/trim as listed in your quote.

Floors & finish: vacuum / dry-clean and mop compatible floors; accessible edges and under furniture where safely reachable; trash and final check.

Oven/fridge interiors and interior window glass are add-ons unless your quote includes them. Severe buildup, mold remediation and restoration are outside routine deep cleaning; permanent damage may remain.

FUTURE VISITS

☐ Weekly

☐ Every 2 weeks

☐ Every 4 weeks

☐ Calendar monthly

☐ One time / not sure

Preferred day(s)

Preferred arrival window

Recurring scope and price are confirmed separately. Four-week and calendar-monthly schedules are different.

Little Help: priority-based cleaning at \$40 per cleaner-hour with a two-person team. One hour with the team: \$80. Two hours: \$160. List Little Help and your priorities in the scope field above; the booked time does not promise a full-home clean.

Optional extras & visit notes

Check extras you would like. We confirm the work and final price before starting.

Request only work outside your agreed scope. A task already included in your quote is not charged again.

☐ Inside oven	\$50 each	qty	
☐ Inside refrigerator / freezer	\$50 each	qty	
☐ Oven + refrigerator bundle	\$90 per pair	pairs	
☐ Change bed linens	\$10 per bed	beds	
☐ Carpeted stairs	\$20 per flight	flights	
☐ Vacuum upholstery under cushions	\$10 per piece	pieces	
☐ Interior window glass	\$5 per window	windows	

EXTRAS THAT NEED A SCOPE / LABOR CHECK

☐ Dishes	Up to 5 min included; then \$10 minimum
☐ Extra tidying / organizing	\$30 minimum
☐ Heavy pet-hair removal	\$25
☐ Inside cabinets / drawers	\$40
☐ Heavy hard-water / buildup treatment	Custom quote
☐ Garage / patio work	Custom quote

A whole couch counts as one upholstery piece. Closet cleaning needs a custom quote.
Quantities, condition and added work may affect the total; we confirm changes before starting.

☐ Heavy grease / soap scum	☐ Clutter / laundry / toys
☐ Heavy dust / lots of decor	☐ Other detail request

Extra requests, buildup, photos to discuss, or changes since your quote

☐ I understand that added work and any price change must be agreed before it begins.

Customer name / typed acknowledgment

Date

Save the completed PDF and return it to Melissa in your existing message or email conversation. This form does not collect payment information.

Special surfaces & condition

Complete this even if you do not know the material. Choose one answer in each section.
Please do not guess.

CUSTOMER NAME / SERVICE ADDRESS

1. SPECIAL SURFACES OR CARE REQUIREMENTS

- ☐ Yes - special care is needed. List locations and instructions below.
- ☐ None known to me. The cleaner must still check before choosing products.
- ☐ Not sure - please review the material or finish before cleaning it.

CHECK ANY THAT APPLY

- ☐ Natural stone: marble, travertine, limestone, slate, granite or quartzite
- ☐ Unsealed stone, concrete, wood, or a worn / damaged sealer
- ☐ Coated shower glass, specialty metal, refinished tub or coated fixtures
- ☐ Waxed / oiled floors, antique furniture or another delicate finish

LOCATION + MATERIAL / FINISH + REQUIRED CARE (OR "UNKNOWN")

PRODUCTS TO AVOID / MANUFACTURER CARE INSTRUCTIONS

If you have care instructions, send them with this form. A customer-supplied product still needs a compatibility and label check. General household cleaners are not suitable for every finish.

Existing damage & acknowledgment

Tell us about issues before cleaning so we can document them and avoid unsafe areas.

2. EXISTING DAMAGE, FRAGILE ITEMS OR HAZARDS

- ☐ Yes - there is existing damage, a fragile area or a hazard listed below.
- ☐ None known to me. The cleaner must still check on arrival.
- ☐ Not sure - please review with me before cleaning.

Examples: cracked/chipped glass or mirrors; loose tile or grout; damaged caulk; peeling finish; loose fixtures; leaks; unstable furniture; sharp edges or broken glass.

EXACT LOCATION + CONDITION + WHAT NOT TO TOUCH

3. PHOTOS FOR PRIVATE SERVICE RECORDS - CHOOSE ONE

- ☐ I allow photos of relevant surfaces or damage for private service records.
- ☐ Ask me before taking photos; otherwise use written notes.

No people, private documents, security codes or unrelated personal items in photos. Marketing use requires separate permission.

4. CUSTOMER ACKNOWLEDGMENT

To the best of my knowledge, I have listed known special-care requirements, product restrictions, fragile items and existing damage. If I selected "none known," this means none have been reported by me; it does not mean every cleaner or tool is safe. I will tell Take It EZ about changes before future visits.

The team will check before cleaning and may pause an affected area until a safe method is confirmed. This records condition and care instructions; it is not a release of responsibility for damage caused by our work.

Customer name / typed acknowledgment

Date