

House Cleaning

Minimum Standards Statement

Cleaning of Vacant Rental Units

Each property represented by Realty Management Associates, Inc. must be clean and sanitary. Some properties will require more or less detail based on certain criteria that will be explained on a case-by-case basis.

This statement is prepared for the benefit of the vendor performing the general cleaning task for Realty Management Associates, Inc. The items detailed below must be completed as highlights of the cleaning task on every job.

1. Cupboards and drawers wiped out, kitchen and bathrooms. All food particles and substances must be removed. Cabinet faces shall be wiped down and free of oils, grease and stains.
2. Appliances must be clean inside and out. Drip pans that cannot be cleaned must be replaced. Refrigerators must be cleaned under and behind, be sure to clean evaporator pan under the refrigerator. Washer and Dryer must be cleaned of soap and lint.
3. Light fixtures must be cleaned.
4. Faucets, sinks, toilets, tubs, shower enclosures and shower doors must be sparkling clean. We will replace marginal toilet seats.
5. Mirrors must be cleaned.
6. All surfaces including closet and pantry shelves must be wiped free of dust and substances.
7. Hard surface floors must be scrubbed and cleaned.
8. Cobwebs must be removed from all surfaces.
9. Baseboards must be wiped clean.
10. Interior walls wiped clean of dirt and scuffmarks.
11. When Furnace and Water Heater is inside the dwelling these appliances must be cleaned.
12. Provide invoices with an accurate detail of materials and labor costs associated with the project. Submit these invoices within five days of completion. If charges are made to the accounts of Realty Management Associates, Inc. attach a copy of the invoice.

As a representative of Realty Management Associates, Inc we rely on you to communicate all concerns observed while performing your cleaning task. Please notify the property manager of any deficiency found at the subject property.

We appreciate your efforts and consider you a valuable member of the Realty Management Associates team. Remember "DOING YOUR BEST" at all times will result in a successful relationship.

Thank You,

Marc Banner, President
Realty Management Associates, Inc.

Vendor Signature _____

Date _____