REDEARTH CLEANING CO.

SCOPE FORM

Property managers

Vacates, re-cleans, carpets, windows and pressure washing for your rent roll

01 Agency details

Agency

Property manager

Phone

Email

Your reference or PO number

Who do we invoice?

- ☐ The agency
- ☐ The owner
- ☐ The outgoing tenant

02 The property

Property address

Suburb

Type

- ☐ House
- ☐ Townhouse
- ☐ Unit or apartment

Bedrooms

Bathrooms

Storeys

Carpet rooms

03 What you need

Tick all that apply

- ☐ Vacate clean
- ☐ Re-clean after inspection
- ☐ Carpet steam clean
- ☐ Outside windows
- ☐ Pressure washing
- ☐ Other:

04 Vacate scope

Tick anything to include

- ☐ Oven and cooktop
- ☐ Rangehood and filters
- ☐ Cupboards in and out
- ☐ Dishwasher
- ☐ Shower screens
- ☐ Tiles and grout
- ☐ Exhaust fans
- ☐ Skirting and switches
- ☐ Blinds
- ☐ Internal glass
- ☐ Tracks and sills
- ☐ Walls spot cleaned
- ☐ Balcony or patio
- ☐ Garage
- ☐ Driveway pressure wash

05 Re-clean items

List what the inspection or exit report flagged. Attach the report or photos when you send this back.

06 Timing and access

Vacate date

Inspection date

Keys available from

How do we get in?

- [ ] Keys from our office
- [ ] Lockbox or key safe
- [ ] Tenant still in
- [ ] Photo report when it’s done

Lockbox and alarm codes: we’ll get these from you by phone, not on this form.

07 Notes

Anything else we should know

Send it back and we’ll take it from there

Email it to admin@redearthcleaning.com.au or upload it in the chat at redearthcleaning.com.au.
We’ll reply with a written scope and a fixed price before any work starts. Questions? Call 0447 197 492.