

# The Furies Cleaning Service

## 2022 CHANGEOVER AGREEMENT PART 1

**CLEANING SUPPLIES:** The Furies' cleaning teams bring all supplies needed to complete change-over services. To encourage tenants to care for your home during their stay, we recommend that you stock basic cleaning supplies and household products. For your tenant's use, homeowners should provide vacuum cleaner bags, dishwasher detergent, dish soap, new individually wrapped sponges, septic safe toilet paper, paper towels, trash can liners, trash bags, floor cleaner, carpet cleaner, and a broom & a dustpan.

### **CANCELLATIONS AND DATE CHANGES:**

All Change-overs cleanings are scheduled in advance. Scheduling changes must be made with the office by phone (508.349.1145) or email (Info@TheFuries.com). If you wish to cancel or reschedule a cleaning appointment, at least 72 business hours notice (excluding weekends) is required. We will note the reason for the cancellation in your customer file.

We must adhere strictly to the below policy, so we can effectively manage our responsibility and commitments.

- **If a Changeover cleaning is canceled after June 1<sup>st</sup> and more than 72 hours in advance of the scheduled date, a cancellation fee of \$75 will be charged.**
- **If a Changeover cleaning appointment is canceled less than 72 hours in advance, a cancellation fee of 50% of that cleaning's cost will be charged.**
- **If we're not notified of cancellation and the cleaner is unable to enter the house, a cancellation fee of 100% of that cleaning's cost will be charged.**

**LATE CHECKOUTS AND EARLY ARRIVALS:** For insurance purposes, we provide changeover services in EMPTY houses ONLY. It is our policy not to enter an occupied rental. Tenants must be out by the marked cleaning window on the first part of this agreement and not check in before the marked time as well.

**Late checkouts:** We charge \$50.00 for each encounter with a tenant who checks out late. If our team arrives and a car is in your driveway, they will move on to the next house without checking to see who is there. You will be charged \$50.00 for each drive-by. Please notify us in advance if there will be a car at the property on a changeover day, so the crew does not drive by, and you do not incur this charge.

**Early arrivals:** We will not clean around tenants who have checked in early. You will be charged applicable drive-by fees as detailed above IN ADDITION to your regular changeover rate as stated in Part 1 of this agreement.

**We recommend that you withhold these fees from your tenant's security deposit. Please stress the monetary importance of your check-in and check-out times with your tenants and real estate agents.**

**CHARGES:** The Changeover fee stated on discussed is a flat rate derived from the historical data of your house. Alternatively, you will be billed by person-hour. If the house is left in such condition that it requires extra attention, there will be additional charges that will be assessed by the person-hour. Amounts assessed will depend on the size, and scope of the services needed to restore your home to a renter-ready condition. These charges will be reflected on your invoice. We invoice promptly and recommend that you review your invoices before returning security deposits. Most leases state that the tenant should leave the house in good condition. It is helpful to post a checklist for your tenant to refer to.

**DEPOSITS:** We require one changeover deposit, due on June 1<sup>st</sup> totaling 50% of your expected charges for the season. We will send you invoices and statements for your cleanings. **All unpaid charges are due in full upon receipt.** You can also opt to pay by credit card.

**DAMAGES:** It is your rental agent or property manager's responsibility to manage your tenants and check your property between tenants for any possible damages. We cannot guarantee that we will notice all damage, but we do our best to be aware of it. If we do notice damage or any other issue, we will report it immediately to the primary contact listed on Part 1.

**LINENS:** We do not launder linens while doing changeovers. We have sheet and towel rentals available to rent. Please have your tenants call our linen rental team at (508)-349-1141 or visit our website at [FuriesCapeCodLinenRentals.com](http://FuriesCapeCodLinenRentals.com).

# The Furies Cleaning Service

## 2022 CHANGEOVER AGREEMENT PART 2

Located at 2393 Route 6, P.O. Box 2393, Wellfleet, MA 02667  
Phone (508) 349-1145 Fax (508) 349-0474 email : [Info@TheFuries.com](mailto:Info@TheFuries.com)

***Please be advised that, as in past years, we are constrained by the number of changeovers we can successfully execute. Dates will be reserved on a 1<sup>st</sup> come 1<sup>st</sup> serve basis.***

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Cleaning Window:

9 am – 4 pm \_\_\_\_\_

10 am – 4pm \_\_\_\_\_

9 am – 3pm \_\_\_\_\_

10 am – 3 pm \_\_\_\_\_

Agreed upon Flat-rate Cleaning Fee: \$ \_\_\_\_\_

Changeover Deposit due June 1st \_\_\_\_\_ (the total # of Changeover cleanings x the Fee x 50%)

**SATURDAY CHANGEOVERS**

**2022**

**SATURDAY CHANGEOVERS**

MAY			
7	14	21	28

JUNE			
4	11	18	25

JULY				
2	9	16	23	30

AUGUST			
6	13	20	27

SEPTEMBER			
3	10	17	24

**Please put a checkmark in the boxes of the changeover dates you require**

**I, (please print) \_\_\_\_\_, have read the above and agree to these policies.**

Signature \_\_\_\_\_ Date \_\_\_\_\_