

True North Cleaning Services LLC — Client Intake Form

Thank you for choosing **True North Cleaning Services LLC**! Please complete this form to help us understand your specific cleaning preferences and requirements so we can provide you with the highest quality service.

1. Client Information

Full Name:	
Service Address:	
Phone Number:	
Email Address:	
Preferred Contact Method:	☐ Phone ☐ Text ☐ Email

2. Service Details

Type of Service Requested:	☐ Standard Residential Maintenance ☐ Deep Cleaning ☐ Move-In / Move-Out Cleaning ☐ Commercial / Office Cleaning ☐ Post-Construction / Event Cleanup
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Service Frequency:	☐ One-Time Service ☐ Weekly ☐ Bi-Weekly ☐ Monthly
Property Type & Size:	Square Footage: _____ sq ft Bedrooms: _____ Bathrooms: _____ Floors/Levels: _____
Preferred Date & Time:	Preferred Date: _____ Preferred Time Range: ☐ Morning ☐ Afternoon

3. Property Access & Security

Home / Entry Access:	☐ Client will be home to let cleaners in ☐ Key provided in lockbox (Code: _____) ☐ Keypad / Smart Lock Code: _____ ☐ Leave key in designated location ☐ Alarm system present (Code / Instructions: _____)
Pets on Premises:	☐ No Pets ☐ Yes (Dogs / Cats / Other: _____) <i>Special Pet Instructions (e.g., location during cleaning, secured areas):</i> _____ _____

4. Cleaning Preferences & Focus Areas

Primary Areas of Focus or Priority Rooms:

- ☐ Kitchen & Appliances (Inside Oven / Fridge options)
- ☐ Bathrooms (Deep scrub tile / grout)

- ☐ Living / Common Areas
- ☐ Bedrooms
- ☐ Hardwood
- ☐ Other Specific Requests:

Off-Limits Areas (Rooms/Items not to be cleaned):

5. Product Preferences & Allergies

Cleaning Solution Preference:	☐ Standard Commercial Cleaners ☐ Eco-Friendly / Green Cleaning Products ☐ Unscented / Allergy-Friendly Solutions ☐ Client-Provided Products Only
Allergies or Sensitivities:	Are there any specific chemicals, scents, or materials to avoid?

6. Terms & Authorization

By signing below, you acknowledge that the information provided is accurate and authorize **True North Cleaning Services LLC** to perform requested services at the listed property.

Client Signature: 	Date:
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