

REO Maid Services Checklist

All items must be initialed (or write N/A if a particular item is not applicable) and the form must be signed at the bottom. This is a required part of your work order, and it must be submitted via the contractor web before we can close the order. Please also see the list of required maid service photos (separate text), which must be submitted before we can close the work order. *All properties must pass the "white glove test."*

As a reminder, you must call the listing agent and advise when the trashout and maid services have been completed. It is imperative that you do so, as the agents then need to inspect the property and fill out the broker sign off sheet.

Entry Way:

- ☐ Floor swept/mopped
- ☐ Cobwebs removed from corners/ceiling
- ☐ Baseboards, walls wiped down
- ☐ Light fixtures, switch and outlet covers wiped down
- ☐ Storm door glass cleaned

Living Room:

- ☐ Floor swept/mopped or carpet vacuumed
- ☐ Cobwebs removed from corners/ceiling
- ☐ Baseboards, walls wiped down
- ☐ Light fixtures, switch and outlet covers wiped down
- ☐ Windows clean, window sills wiped off
- ☐ Door frames free of dust
- ☐ Fireplace cleaned out (if applicable)
- ☐ Ceiling fan blades clean

Family Room:

- ☐ Floor swept/mopped or carpet vacuumed
- ☐ Cobwebs removed from corners/ceiling
- ☐ Baseboards, walls wiped down
- ☐ Light fixtures, switch and outlet covers wiped down
- ☐ Windows clean, window sills wiped off
- ☐ Door frames free of dust
- ☐ Fireplace cleaned out (if applicable)
- ☐ Ceiling fan blades clean

Kitchen:

- ☐ Sink cleaned
- ☐ Stove/oven cleaned (inside and out)
- ☐ Microwave cleaned (inside and out)
- ☐ Dishwasher cleaned (inside and out)

- ☐ Refrigerator cleaned (inside and out)
- ☐ Floor swept and mopped
- ☐ Windows cleaned, window sills wiped off
- ☐ Counters clean
- ☐ Cobwebs removed from corners/ceiling
- ☐ Baseboards, walls wiped down
- ☐ Light fixtures, switch and outlet covers wiped down
- ☐ Ceiling fan blades clean

Enclosed Porch:

- ☐ Floor swept/mopped or carpet vacuumed
- ☐ Cobwebs removed from corners/ceiling
- ☐ Baseboards, walls wiped down
- ☐ Light fixtures, switch and outlet covers wiped down
- ☐ Windows clean, window sills wiped off
- ☐ Door frames free of dust
- ☐ Ceiling fan blades clean

Bedrooms (Number of bedrooms: ____):

- ☐ Floor swept/mopped or carpet vacuumed
- ☐ Cobwebs removed from corners/ceiling
- ☐ Baseboards, walls wiped down
- ☐ Light fixtures, switch and outlet covers wiped down
- ☐ Windows clean, window sills wiped off
- ☐ Door frames free of dust
- ☐ Ceiling fan blades clean
- ☐ Closet floors swept/mopped or vacuumed

Bathrooms (Number of bathrooms: ____ full and ____ half):

- ___ Floor swept/mopped
- ___ Cobwebs removed from corners/ceiling
- ___ Baseboards, walls wiped down
- ___ Light fixtures, switch and outlet covers wiped down
- ___ Windows clean, window sills wiped off
- ___ Door frames free of dust
- ___ Sinks and faucets clean
- ___ Toilets clean
- ___ Tub/shower and surrounding area clean, free of any dust
- ___ Mirrors, cabinets, drawers, shelves clean

- ___ Free of all debris, swept out
- ___ Cobwebs removed from corners/ceiling

Attic/Crawl Space:

Porches/Deck Areas/All Paved Surfaces:

- ___ Swept free of debris
- ___ All leaves, sticks, and any other debris removed

Garage:

- ___ Swept free of debris
- ___ All leaves, sticks, and any other debris removed

Notes/Comments:

I hereby confirm that the above items have been completed as required. All applicable required photos will also be submitted with this order.

(print name)

(signature)

(date)