

## C'S HOME AND OFFICE MANAGEMENT ESTIMATE

Please complete form and email to [cynthia@cshomemanagement.com](mailto:cynthia@cshomemanagement.com) or fax to 631.899.3823

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

City of Residence: \_\_\_\_\_

Major Cross Streets: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

How often do you need the property cleaned?      • Weekly   • Bi-weekly   • Monthly   • One Time

When do you need the property cleaned?      • As Soon As Possible   • Specific Date: \_\_\_\_\_

Preferred Day of The Week:   • Mon   • Tues   • Wed   • Thurs   • Fri   • Sat

Preferred Time of Day:      • Flexible   • Morning   • Afternoon

Number of rooms to be cleaned: \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_

Number of bathrooms: \_\_\_\_\_

Living room:      • Yes   • No

Family room:      • Yes   • No

Dining room:      • Yes   • No

Den/Office:      • Yes   • No

Sun room:      • Yes   • No

Basement:      • Yes   • No

Square Footage: \_\_\_\_\_

Do you own pets? • Yes   • No

If so, how many and which kind: \_\_\_\_\_



### Additional services that carry an additional cost:

- Refrigerator – cleaning inside
- Cabinets – cleaning inside
- Organizing/De-junking/Clutter Control
- Patio

Age of property: \_\_\_\_\_

Type of flooring: \_\_\_\_\_

### Furnishing level:

- Vacant/Unfurnished   • Sparsely Furnished   • Moderately Furnished   • Heavily Furnished

### Knick-Knack Level:

- Vacant/Unfurnished   • Low   • Moderate   • High

### Current cleaning level:

- Use a cleaning service   • Do it yourself faithfully
- Do it yourself when time permits   • Hardly ever get around to it

### Window Specification:

- Shutter Blinds   • Standard Blinds (approx. 3" slats)   • Mini Blinds (2" or less slats)
- Vertical Blinds   • Curtains/Drapes   • Pull Down Shades   Other - please specify \_\_\_\_\_

Other: \_\_\_\_\_

Anything unique or unusual about your home that we should know about? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Referral: \_\_\_\_\_

Preferred Contact:      • Email   • Phone