

Date: [Date]

To: [Vendor Name/Company Name]

Address: [Vendor Address]

Phone: [Vendor Phone Number]

RE: AUTHORIZATION FOR MOVE-OUT CLEANING SERVICES

Dear [Contact Person Name],

This letter serves as formal authorization for [Vendor Name] to perform professional move-out cleaning services at the following property:

Property Address: [Full Property Address, including Unit Number]

Scheduled Service Date: [Date of Cleaning]

Access Instructions: [e.g., Key in lockbox code 1234 / Pick up key from leasing office]

Scope of Work:

The cleaning must meet "Move-Out Ready" standards, including but not limited to:

- Deep cleaning of all kitchen appliances (oven, refrigerator, microwave).
- Sanitization of all bathrooms.
- Wiping down baseboards, window sills, and blinds.
- Cleaning inside all cabinets and drawers.
- Vacuuming carpets and mopping hard floors.
- [Additional Request: e.g., Professional carpet steam cleaning]

Payment Terms:

The agreed-upon price for this service is \$[Amount]. Payment will be issued via [Payment Method] upon inspection and completion of the work. Please send the final invoice to [Email Address].

If you have any questions regarding this work order, please contact me at [Your Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Email Address]